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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

December 7, 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. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) November 16, 2020 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since November 16, 2020
5. Miscellaneous Public Comments
6. City Manager Updates
7. Appointments – Consideration of appointments to the Downtown Management Board
8. Old Business
 - (a) Adoption of a proposed resolution approving the City's proposed 2021 Annual Budget

9. New Business

- (a) Adoption of a proposed resolution that would approve the Michigan Municipal Employees' Retirement System (MMERS) retirement plan addendums
- (b) Adoption of a proposed resolution that would approve the refunding of Building Authority Library refunding bonds
- (c) Adoption of a proposed bond ordinance authorizing "Water Supply and Sewage Disposal System Revenue Refunding Bonds, Series 2021" prepared by Miller, Canfield, Paddock & Stone, P.L.C., Detroit, the City's special legal counsel for financial matters
- (d) Adoption of a proposed resolution supporting the submission of a Michigan Coastal Management Program low cost construction grant for Solanus Mission Beach improvements
- (e) Adoption of a proposed resolution approving the 2021 City Council meeting schedule and City Council Virtual Meetings General Information Policy

10. City Council Comments

11. Adjournment



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 7, 2020

PREPARED: December 3, 2020

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

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

- (1) Draft minutes of the November 16, 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 16, 2020 for contract and vendor claims at \$1,205,532.42, intergovernmental claims at \$48,115.26, and the November 25 payroll at \$199,757.55 for a total of \$1,453,405.23.

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Enclosures



CITY COUNCIL

November 16, 2020

A regular meeting of the City of Petoskey City Council was held from virtual locations on Monday, November 16, 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, City Attorney James Murray and Executive Assistant Sarah Bek.

City Councilmember Marshall moved that, seconded by Councilmember Wagner to amend the agenda and move 8(b) to 8(c) and 9(a) to 8(b).

Said motion was adopted by the following vote:

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

NAYS: None (0)

Special Assessment Roll Public Hearing

A public hearing was held to receive comments on the proposed special assessment roll that would spread costs of downtown area programs and services during 2021, as requested by the Downtown Management Board. The DMB's recommended assessment formula is \$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 the first floor; and \$0.0561 per square foot of area on vacant, buildable lots.

Mayor Murphy opened the public hearing at 7:05 P.M. and there were no public comments and the hearing closed.

Budget and Tax-Levy Public Hearing

A public hearing was held to receive comments concerning the City's proposed 2021 Annual Budget and recommended property tax millage rates for 2021. The City's proposed 2021 Annual Budget was initially presented and discussed at the November 2 City Council meeting. At the November 2 meeting, a public hearing was scheduled for November 16, as required by City Charter and State statute provisions, to receive comments about the recommended budget and property tax millage rates that have been proposed as part of the budget recommendation. (Actual millage rates would be set in 2021.)

Mayor Murphy opened the public hearing at 7:06 P.M. and there were no public comments and the hearing closed.

Consent Agenda - Resolution No. 19471

Following introduction of the consent agenda for this meeting of November 16, 2020, 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 confirms that the draft minutes of the November 2, 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 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 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 all political signs need to be removed by November 19 per the local ordinance; that at a recent budget presentation there was discussion regarding code enforcement as it relates to the IPMC and nuisance ordinance and it appears that City Council wants a more proactive approach that is not necessarily driven by complaints and that he would work with the Public Safety Director to develop a more comprehensive, systematic, community-wide approach; that staff and the Mayor met with Emily Meyerson of Little Traverse Bay Housing Partnership regarding the role the City could play in creating more affordable or workforce housing within the community and will be further discussed at a meeting in January; that City Hall is open to the public by appointment only to combat a recent spike in local COVID-19 cases; that representatives from Resort Township, Emmet County, MDOT and the City met for the initial meeting regarding the development of conceptual drawings for a detour around the slope failure area on the Little Traverse Wheelway with anticipation for public discussion in late January 2021; that the City Hall solar project is still scheduled to be completed this year and anticipate contractor mobilization within the next 1-2 weeks; that MDHHS issued a new Order regarding gatherings and face masks usage because of a sharp rise in COVID cases statewide and reviewed notable information from the Order and implored all residents to strictly follow the new Order especially the regulations regarding small social gatherings and limiting social contacts; and that the City received substantial shoreline and marina damage from the weekend's wind storm including Pier A, playground area and Ed White Field.

City Councilmembers commented that the City Planner should be involved in the code enforcement pertaining to zoning issues and expressed excitement on the progress of future affordable and workforce housing.

Confirm Special Assessment Roll – Resolution No. 19472

The City Manager reviewed the proposed special assessment roll, programs and services and the 2% rate increase for 2021. No comments were received during the public hearing earlier in the meeting.

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

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.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Discuss Elected Officials' Salaries as Recommended by the Compensation Commission

Compensation Commission Chairperson Gordon Bourland reviewed that the Commission met on October 21 and November 9 and discussed compensation for the Mayor and Councilmembers; reviewed that recommended salaries were based upon surveys of communities that staff completed earlier in the year; that there were five proposed approaches; that pay raises be included in the 2021 Annual Budget; that salaries become effective unless 2/3 of the Councilmembers reject it; and the annual salary for the Mayor was set at \$4,827 and set at \$3,605 for Councilmembers 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.

Further Discuss 2021 Annual Budget

The City Manager reviewed that the 2021 proposed Annual Budget was presented on November 2 and a public hearing was held earlier in the meeting with no comments; that there were two outstanding questions concerning revenue projections for 2021 for parking meter and lot meter revenue and what the proposed increase in electric, water and sewer rates would generate in additional revenue for 2021; reviewed additional annual revenues that would be generated by the proposed increase in utility rates; that estimated property tax millage rates will total 13.5958 mills; that the budget includes a provision for a 2% raise for non-union employees and the City Manager; and that he was not recommending official approval of the 2021 Budget at this meeting and will further be discussed at the December 7 City Council meeting.

City Councilmembers further inquired on how 2021 parking meter and lot revenues were projected and that revenues still seem over estimated.

The Downtown Director briefly reviewed how 2021 revenue projections were calculated for parking meters and lot meters; that there is not a good base model of comparison for the increased fees and fines that were implemented in July of 2019; that 2020 year-end figures will be skewed by the pandemic and cannot be used for comparisons; and that 2019 and 2020 numbers were set aside and used the exact same numbers projected for 2020 which were the known numbers from 2018 as a baseline.

The proposed 2021 Annual Budget will be further discussed at the December 7 meeting.

Hear Presentation on Midway Event Resolution and Downtown Dining Decks

The Downtown Director gave a presentation and reviewed that in March of 2020 City Council adopted a resolution that approved several strategies proposed by the DMB that were intended to support economic development in the central business district during the summer months; that the strategies were all designed to assist businesses and welcome customers during the pandemic and were approved as a group as part of an event called Midway Summer; and reviewed the effectiveness and pros and cons of the implemented strategies specifically in regards to downtown dining decks.

The Downtown Director further reviewed that the dining decks offered outdoor dining opportunities to the public and additional square footage to restaurants that were mandated to comply with limited seating requirements; that the DMB 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; that before the DMB 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 requested that Council give direction regarding whether this could be an acceptable concept and any comments or opinions be considered in creating a draft policy that would accompany an ordinance change.

City Councilmembers commented that the dining decks were well done and heard from community members that were in favor and against allowing decks in the future; that dining decks have a European feel and Petoskey is more car centered vs walking; inquired on how many parking spaces could be given up; if additional expansion on sidewalks were discussed to expand outdoor dining; heard a suggestion to implement another pilot ordinance for 2021 rather than a permanent ordinance; inquired on how many businesses were surveyed; that there needs to be a bigger vision of downtown and dining decks is one piece of the picture; heard from those concerned about parking issues if decks are allowed on a permanent basis; and that a timeline needs to be established in order to provide time for businesses to build decks and purchase furniture.

The Downtown Director reported that staff received 39 responses that were all over the spectrum from downtown businesses concerning dining decks and the DMB Board voted 4-3 to move forward with a permanent solution.

Mayor Murphy asked for public comments and heard from those in favor of the decks and hopes they are part of Petoskey's downtown future; that Birmingham allows decks; and dining decks are a positive economic impact for restaurants.

Approve Emmet County Interlocal Agreement for County Designated Assessor – Resolution No. 19473

The City Manager reviewed that the Property Assessing Reform Act (PA 660) passed in 2018 requires 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; that each county and local assessing units are required to enter into an Interlocal Agreement that designates the individual who will serve in that position; that it's not the role of the Designated Assessor to take the place of the local Assessor, 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); that the County Equalization/GIS Deputy Director recommended Jamie Houser, Michigan Master Assessing Officer, to serve as the County's Designated Assessor; that the City Assessor feels that she is well-qualified and is comfortable with City Council passing the agreement; that the term of the agreement is for five years; and to date seven governmental entities have approved with another five committed to approving the agreement.

City Councilmember Wagner moved that, seconded by City Councilmember Marshall to approve the Emmet County Interlocal Agreement for County Designated Assessor.

Said motion 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 commented that diplomacy and civil discourse is great in Petoskey. Mayor Murphy also thanked citizens for being civil and reminded the community to respect others.

Adjourn to Closed Session – Resolution No. 19474

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

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(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.

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 16, 2020, meeting of the City Council adjourned at 8:45 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/20	11/13/2020	91212	Northern Michigan Review Inc.	101-262-802.000	71.33- V
11/20	11/13/2020	91212	Northern Michigan Review Inc.	248-739-802.000	44.00- V
11/20	11/13/2020	91212	Northern Michigan Review Inc.	101-262-802.000	71.33- V
11/20	11/13/2020	91212	Northern Michigan Review Inc.	101-770-850.000	57.06- V
11/20	11/13/2020	91212	Northern Michigan Review Inc.	582-593-802.000	963.84- V
11/20	11/13/2020	91212	Northern Michigan Review Inc.	101-215-802.000	162.00- V
11/20	11/13/2020	91212	Northern Michigan Review Inc.	101-215-802.000	451.20- V
11/20	11/12/2020	91236	Alliance Entertainment	271-790-761.000	117.41
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-751.000	44.46
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.000	24.99
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.100	15.88
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.000	11.98
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-880.000	54.95
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.100	71.64
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.100	79.99
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.000	28.94
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-760.100	99.96
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.000	271.19
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-751.000	45.99
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.000	101.46
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.100	49.96
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-760.000	30.97
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.200	12.99
11/20	11/12/2020	91237	Amazon Credit Plan	271-790-958.100	749.00
11/20	11/12/2020	91238	AT&T	592-560-850.000	26.17
11/20	11/12/2020	91239	Braddock, James W.	101-756-808.040	125.00
11/20	11/12/2020	91240	Canada, Kathryn Lee	271-790-802.000	240.00
11/20	11/12/2020	91241	Center Point Large Print	271-790-760.000	54.54
11/20	11/12/2020	91242	Char-Em United Way	701-000-230.800	75.00
11/20	11/12/2020	91243	CHARLEVOIX PUBLIC LIBRARY	271-790-955.000	22.99
11/20	11/12/2020	91244	Crego Jr., Timothy Bruce	101-754-802.000	1,007.50
11/20	11/12/2020	91245	David L Hoffman Landscaping & Nursery	271-790-930.000	528.00
11/20	11/12/2020	91246	Ducastel, Barbara	271-790-802.000	180.00
11/20	11/12/2020	91247	Factor Systems Inc.	101-208-803.000	3,691.97
11/20	11/12/2020	91248	Fraternal Order of Police	701-000-230.400	874.00
11/20	11/12/2020	91249	Gale/Cengage Learning	271-790-760.000	27.19
11/20	11/12/2020	91250	Hansen, Carol Margaret	271-790-802.000	150.00
11/20	11/12/2020	91251	Ingram Library Services	271-790-760.000	2,785.78
11/20	11/12/2020	91251	Ingram Library Services	271-790-760.100	2,524.14
11/20	11/12/2020	91251	Ingram Library Services	271-790-760.200	716.62
11/20	11/12/2020	91251	Ingram Library Services	271-790-958.200	28.72
11/20	11/12/2020	91252	Jakeway, Patricia	271-790-802.000	480.00
11/20	11/12/2020	91253	Kiwanis of Petoskey	271-790-915.000	150.00
11/20	11/12/2020	91254	LERNER PUBLISHING GROUP	271-790-760.100	21.99
11/20	11/12/2020	91254	LERNER PUBLISHING GROUP	271-790-760.100	21.99
11/20	11/12/2020	91255	Library Network, The	271-790-986.000	11,253.76
11/20	11/12/2020	91256	Management & Behavior Consultants	101-345-802.000	800.00
11/20	11/12/2020	91257	Midwest Tape	271-790-761.000	94.96
11/20	11/12/2020	91258	Mountaintop Tree Company	204-470-802.000	125.00
11/20	11/12/2020	91259	OLSTROM EXCAVATING & PAVING	582-020-360.000	6,944.00
11/20	11/12/2020	91260	Performance Painting	582-590-802.000	3,284.00
11/20	11/12/2020	91261	Retherford Photography, Paul	248-739-880.200	2,080.00
11/20	11/12/2020	91262	TEAMSTERS LOCAL #214	701-000-230.400	1,006.00
11/20	11/12/2020	91263	Thompson Park Avenue Properties LLC	514-587-802.100	778.47
11/20	11/12/2020	91264	T-Mobile	271-790-850.000	361.20
11/20	11/12/2020	91265	Trophy Case, The	271-790-751.000	64.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/20	11/12/2020	91266	Valley City Linen	271-790-752.000	25.00
11/20	11/12/2020	91266	Valley City Linen	271-790-752.000	25.00
11/20	11/12/2020	91266	Valley City Linen	271-790-752.000	25.00
11/20	11/12/2020	91267	Verizon Wireless	101-345-850.000	50.33
11/20	11/12/2020	91267	Verizon Wireless	592-549-850.000	1.09
11/20	11/12/2020	91267	Verizon Wireless	582-588-850.000	6.54
11/20	11/12/2020	91267	Verizon Wireless	101-345-850.000	36.01
11/20	11/12/2020	91267	Verizon Wireless	101-770-850.000	36.01
11/20	11/12/2020	91267	Verizon Wireless	101-773-850.000	52.74
11/20	11/12/2020	91267	Verizon Wireless	101-789-850.000	52.74
11/20	11/12/2020	91267	Verizon Wireless	101-770-850.000	72.02
11/20	11/12/2020	91267	Verizon Wireless	101-345-850.000	29.04
11/20	11/12/2020	91267	Verizon Wireless	101-345-850.000	80.15
11/20	11/12/2020	91267	Verizon Wireless	592-538-850.000	80.08
11/20	11/12/2020	91267	Verizon Wireless	592-538-850.000	1.32
11/20	11/12/2020	91267	Verizon Wireless	592-538-920.000	280.07
11/20	11/12/2020	91268	Voorheis, Margaret Ann	271-790-802.000	390.00
11/20	11/13/2020	91269	HOWARD, RICKEY	204-481-702.000	1,398.97
11/20	11/18/2020	91282	Access Locksmithing Inc.	592-554-802.000	75.00
11/20	11/18/2020	91283	Aflac	701-000-230.180	728.62
11/20	11/18/2020	91284	Amazon Credit Plan	582-586-775.000	129.27
11/20	11/18/2020	91284	Amazon Credit Plan	592-560-751.000	48.95
11/20	11/18/2020	91284	Amazon Credit Plan	592-549-785.000	218.04
11/20	11/18/2020	91285	American Waste	101-770-802.000	145.20
11/20	11/18/2020	91285	American Waste	101-756-802.000	59.40
11/20	11/18/2020	91285	American Waste	101-789-802.000	66.00
11/20	11/18/2020	91285	American Waste	101-754-802.000	151.80
11/20	11/18/2020	91285	American Waste	101-268-802.000	92.40
11/20	11/18/2020	91285	American Waste	101-265-802.000	145.20
11/20	11/18/2020	91285	American Waste	101-773-931.000	50.00
11/20	11/18/2020	91285	American Waste	101-265-802.000	50.00
11/20	11/18/2020	91285	American Waste	101-770-802.000	50.00
11/20	11/18/2020	91285	American Waste	101-754-802.000	50.00
11/20	11/18/2020	91285	American Waste	592-551-806.000	325.00
11/20	11/18/2020	91285	American Waste	101-770-802.000	83.60
11/20	11/18/2020	91285	American Waste	101-756-802.000	34.20
11/20	11/18/2020	91285	American Waste	101-789-802.000	38.00
11/20	11/18/2020	91285	American Waste	101-754-802.000	87.40
11/20	11/18/2020	91285	American Waste	101-268-802.000	53.20
11/20	11/18/2020	91285	American Waste	101-265-802.000	83.60
11/20	11/18/2020	91285	American Waste	101-770-802.000	190.00
11/20	11/18/2020	91286	AT & T MOBILITY	514-587-920.000	394.98
11/20	11/18/2020	91287	AT&T	582-593-850.000	126.98
11/20	11/18/2020	91288	AT&T Long Distance	101-345-850.000	82.44
11/20	11/18/2020	91289	Ballard's Plumbing & Heating	271-790-930.000	2,550.00
11/20	11/18/2020	91290	Blue Care Network	101-172-724.000	364.12
11/20	11/18/2020	91290	Blue Care Network	101-201-724.000	3,422.78
11/20	11/18/2020	91290	Blue Care Network	101-215-724.000	364.12
11/20	11/18/2020	91290	Blue Care Network	101-265-724.000	502.49
11/20	11/18/2020	91290	Blue Care Network	101-268-724.000	1,081.45
11/20	11/18/2020	91290	Blue Care Network	101-345-724.000	10,341.18
11/20	11/18/2020	91290	Blue Care Network	101-789-724.000	757.38
11/20	11/18/2020	91290	Blue Care Network	271-790-724.000	4,151.02
11/20	11/18/2020	91290	Blue Care Network	582-588-724.000	3,422.78
11/20	11/18/2020	91290	Blue Care Network	592-549-724.000	1,092.38
11/20	11/18/2020	91290	Blue Care Network	592-560-724.000	1,092.38

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/20	11/18/2020	91290	Blue Care Network	101-400-724.000	582.60
11/20	11/18/2020	91290	Blue Care Network	101-441-724.000	1,529.33
11/20	11/18/2020	91290	Blue Care Network	101-754-724.000	491.57
11/20	11/18/2020	91290	Blue Care Network	101-756-724.000	1,347.26
11/20	11/18/2020	91290	Blue Care Network	101-770-724.000	2,366.81
11/20	11/18/2020	91290	Blue Care Network	101-773-724.000	371.41
11/20	11/18/2020	91291	BLUE CROSS\BLUE SHIELD - MICH.	101-172-724.000	943.69
11/20	11/18/2020	91291	BLUE CROSS\BLUE SHIELD - MICH.	101-208-724.000	764.75
11/20	11/18/2020	91291	BLUE CROSS\BLUE SHIELD - MICH.	101-345-724.000	7,655.49
11/20	11/18/2020	91291	BLUE CROSS\BLUE SHIELD - MICH.	101-441-724.000	1,179.61
11/20	11/18/2020	91291	BLUE CROSS\BLUE SHIELD - MICH.	204-481-724.000	2,909.72
11/20	11/18/2020	91291	BLUE CROSS\BLUE SHIELD - MICH.	271-790-724.000	393.21
11/20	11/18/2020	91291	BLUE CROSS\BLUE SHIELD - MICH.	514-587-724.000	786.42
11/20	11/18/2020	91291	BLUE CROSS\BLUE SHIELD - MICH.	592-549-724.000	3,517.18
11/20	11/18/2020	91291	BLUE CROSS\BLUE SHIELD - MICH.	592-560-724.000	393.21
11/20	11/18/2020	91292	Border States Industries Inc.	582-010-111.000	4,368.00
11/20	11/18/2020	91292	Border States Industries Inc.	582-010-111.000	1,549.52
11/20	11/18/2020	91293	Capstone Press Inc.	271-790-760.100	378.81
11/20	11/18/2020	91294	Collias-Glaser, Helene Kay	271-790-802.000	420.00
11/20	11/18/2020	91295	Consumers Energy	592-538-920.000	2,269.50
11/20	11/18/2020	91295	Consumers Energy	592-558-920.000	183.23
11/20	11/18/2020	91295	Consumers Energy	592-558-920.000	61.50
11/20	11/18/2020	91295	Consumers Energy	592-558-920.000	586.43
11/20	11/18/2020	91295	Consumers Energy	592-558-920.000	409.60
11/20	11/18/2020	91296	Dearborn Life Insurance Co	701-000-230.190	1,899.95
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-172-724.000	19.16
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-201-724.000	16.15
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-208-724.000	19.16
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-215-724.000	21.35
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-265-724.000	4.79
11/20	11/18/2020	91296	Dearborn Life Insurance Co	582-588-724.000	44.55
11/20	11/18/2020	91296	Dearborn Life Insurance Co	592-549-724.000	56.32
11/20	11/18/2020	91296	Dearborn Life Insurance Co	592-560-724.000	19.16
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-770-724.000	35.45
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-773-724.000	5.75
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-789-724.000	10.54
11/20	11/18/2020	91296	Dearborn Life Insurance Co	204-481-724.000	66.24
11/20	11/18/2020	91296	Dearborn Life Insurance Co	271-790-724.000	69.25
11/20	11/18/2020	91296	Dearborn Life Insurance Co	514-587-724.000	23.19
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-268-724.000	11.98
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-345-724.000	485.02
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-400-724.000	11.50
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-441-724.000	32.57
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-754-724.000	5.27
11/20	11/18/2020	91296	Dearborn Life Insurance Co	101-756-724.000	16.29
11/20	11/18/2020	91297	Derrer Oil Co.	661-598-759.000	1,227.64
11/20	11/18/2020	91297	Derrer Oil Co.	661-598-759.000	1,099.97
11/20	11/18/2020	91298	Dunkel Excavating Services Inc.	592-025-343.000	5,270.47
11/20	11/18/2020	91298	Dunkel Excavating Services Inc.	582-020-360.000	5,270.48
11/20	11/18/2020	91298	Dunkel Excavating Services Inc.	592-025-343.000	2,639.47
11/20	11/18/2020	91298	Dunkel Excavating Services Inc.	582-020-360.000	2,639.47
11/20	11/18/2020	91299	Dunn's Business Solutions	204-481-751.000	49.94
11/20	11/18/2020	91299	Dunn's Business Solutions	582-593-751.000	49.95
11/20	11/18/2020	91299	Dunn's Business Solutions	582-588-751.000	49.95
11/20	11/18/2020	91299	Dunn's Business Solutions	592-549-751.000	49.95
11/20	11/18/2020	91299	Dunn's Business Solutions	592-560-751.000	49.95

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11/20	11/18/2020	91299	Dunn's Business Solutions	661-598-751.000	49.95
11/20	11/18/2020	91300	Englebrecht, Robert	101-257-802.100	3,750.00
11/20	11/18/2020	91301	Ginop Sales Inc.	661-598-786.000	6,000.00
11/20	11/18/2020	91302	Great Lakes Energy	592-538-920.000	64.93
11/20	11/18/2020	91302	Great Lakes Energy	592-558-920.000	86.73
11/20	11/18/2020	91302	Great Lakes Energy	101-345-920.100	323.35
11/20	11/18/2020	91302	Great Lakes Energy	592-538-920.000	238.45
11/20	11/18/2020	91302	Great Lakes Energy	592-558-920.000	134.45
11/20	11/18/2020	91303	GREAT LAKES SYSTEMS INC.	101-268-930.000	266.50
11/20	11/18/2020	91304	GRP Engineering Inc.	582-588-802.000	641.20
11/20	11/18/2020	91304	GRP Engineering Inc.	582-598-802.000	337.50
11/20	11/18/2020	91304	GRP Engineering Inc.	582-588-802.000	1,040.00
11/20	11/18/2020	91304	GRP Engineering Inc.	582-598-802.000	310.00
11/20	11/18/2020	91305	Gruler's Farm Supply Inc.	101-268-775.000	325.50
11/20	11/18/2020	91306	Kring Chevrolet Cadillac, Dave	661-598-932.000	43.60
11/20	11/18/2020	91306	Kring Chevrolet Cadillac, Dave	661-598-932.000	52.85
11/20	11/18/2020	91307	Lemieur, Bridgette	101-262-751.000	20.32
11/20	11/18/2020	91308	Lowery Underground Service	582-020-360.000	12,872.00
11/20	11/18/2020	91308	Lowery Underground Service	582-598-802.000	9,287.00
11/20	11/18/2020	91308	Lowery Underground Service	582-020-360.000	840.00
11/20	11/18/2020	91308	Lowery Underground Service	582-598-802.000	840.00
11/20	11/18/2020	91309	Mead & Hunt	592-556-802.000	1,210.00
11/20	11/18/2020	91310	Michigan Assoc. of Fire Chiefs	101-345-915.000	125.00
11/20	11/18/2020	91311	MIDWEST COLLABORATIVE	271-790-912.000	40.00
11/20	11/18/2020	91312	Neumann, Rick	101-400-912.000	20.00
11/20	11/18/2020	91313	North Central Laboratories	592-553-775.000	3,706.80
11/20	11/18/2020	91314	Northern Michigan Review Inc.	248-739-802.000	44.00
11/20	11/18/2020	91314	Northern Michigan Review Inc.	101-262-802.000	71.33
11/20	11/18/2020	91314	Northern Michigan Review Inc.	101-770-850.000	57.06
11/20	11/18/2020	91314	Northern Michigan Review Inc.	582-593-802.000	963.84
11/20	11/18/2020	91314	Northern Michigan Review Inc.	101-215-802.000	162.00
11/20	11/18/2020	91314	Northern Michigan Review Inc.	101-215-802.000	451.20
11/20	11/18/2020	91315	OHM Advisors	202-473-802.000	1,159.25
11/20	11/18/2020	91316	Overdrive Inc.	271-790-762.000	12.04
11/20	11/18/2020	91317	P.C. Lawn Care	582-593-930.000	125.00
11/20	11/18/2020	91318	Peninsula Fiber Network LLC	271-790-850.000	133.80
11/20	11/18/2020	91319	Petoskey Rotary Club	101-345-915.000	65.50
11/20	11/18/2020	91319	Petoskey Rotary Club	101-756-912.000	91.50
11/20	11/18/2020	91320	Plunkett Cooney	101-266-802.000	210.00
11/20	11/18/2020	91320	Plunkett Cooney	101-266-802.000	3,062.50
11/20	11/18/2020	91320	Plunkett Cooney	101-257-802.000	782.50
11/20	11/18/2020	91320	Plunkett Cooney	101-266-802.000	7,596.89
11/20	11/18/2020	91320	Plunkett Cooney	101-266-802.000	3,212.65
11/20	11/18/2020	91320	Plunkett Cooney	101-266-802.000	295.47
11/20	11/18/2020	91320	Plunkett Cooney	204-481-802.000	295.47
11/20	11/18/2020	91320	Plunkett Cooney	582-588-802.000	295.47
11/20	11/18/2020	91320	Plunkett Cooney	592-549-802.000	295.47
11/20	11/18/2020	91320	Plunkett Cooney	592-560-802.000	295.47
11/20	11/18/2020	91321	Power Line Supply	582-010-111.000	740.00
11/20	11/18/2020	91321	Power Line Supply	582-010-111.000	20,577.70
11/20	11/18/2020	91321	Power Line Supply	582-598-775.000	142.53
11/20	11/18/2020	91322	Proclean North	592-554-802.000	847.00
11/20	11/18/2020	91323	Range Telecommunications	101-756-850.000	50.00
11/20	11/18/2020	91323	Range Telecommunications	204-481-850.000	34.31
11/20	11/18/2020	91323	Range Telecommunications	582-593-850.000	100.00
11/20	11/18/2020	91323	Range Telecommunications	592-549-850.000	48.00

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11/20	11/18/2020	91323	Range Telecommunications	592-560-850.000	48.00
11/20	11/18/2020	91324	RESCO	582-010-111.000	2,737.00
11/20	11/18/2020	91325	Root Mechanical LLC	592-555-802.000	3,705.00
11/20	11/18/2020	91326	Royal Tire	661-598-932.000	25.00
11/20	11/18/2020	91327	SCHOLASTIC LIBRARY PUBLISHING	271-790-760.100	16.25
11/20	11/18/2020	91327	SCHOLASTIC LIBRARY PUBLISHING	271-790-760.100	16.25
11/20	11/18/2020	91328	SenSource	271-790-802.000	280.00
11/20	11/18/2020	91329	Solutions Electric Inc.	592-558-802.000	129.39
11/20	11/18/2020	91329	Solutions Electric Inc.	101-268-970.000	69.00
11/20	11/18/2020	91330	Spectrum Business	101-172-850.000	97.70
11/20	11/18/2020	91330	Spectrum Business	101-201-850.000	52.11
11/20	11/18/2020	91330	Spectrum Business	101-208-850.000	32.57
11/20	11/18/2020	91330	Spectrum Business	101-257-850.000	32.57
11/20	11/18/2020	91330	Spectrum Business	101-215-850.000	26.05
11/20	11/18/2020	91330	Spectrum Business	582-588-850.000	65.13
11/20	11/18/2020	91330	Spectrum Business	582-593-850.000	26.05
11/20	11/18/2020	91330	Spectrum Business	592-549-850.000	39.08
11/20	11/18/2020	91330	Spectrum Business	592-560-850.000	39.06
11/20	11/18/2020	91330	Spectrum Business	101-345-850.000	71.65
11/20	11/18/2020	91330	Spectrum Business	101-400-850.000	32.57
11/20	11/18/2020	91330	Spectrum Business	101-441-850.000	58.62
11/20	11/18/2020	91330	Spectrum Business	101-756-850.000	39.08
11/20	11/18/2020	91330	Spectrum Business	204-481-850.000	19.54
11/20	11/18/2020	91330	Spectrum Business	204-481-850.000	19.54
11/20	11/18/2020	91330	Spectrum Business	582-593-850.000	38.29
11/20	11/18/2020	91330	Spectrum Business	101-172-850.000	33.75
11/20	11/18/2020	91330	Spectrum Business	101-201-850.000	18.00
11/20	11/18/2020	91330	Spectrum Business	101-208-850.000	11.25
11/20	11/18/2020	91330	Spectrum Business	101-257-850.000	11.25
11/20	11/18/2020	91330	Spectrum Business	101-215-850.000	9.00
11/20	11/18/2020	91330	Spectrum Business	101-345-850.000	24.75
11/20	11/18/2020	91330	Spectrum Business	582-593-850.000	9.00
11/20	11/18/2020	91330	Spectrum Business	592-549-850.000	13.50
11/20	11/18/2020	91330	Spectrum Business	592-560-850.000	13.48
11/20	11/18/2020	91330	Spectrum Business	101-400-850.000	11.25
11/20	11/18/2020	91330	Spectrum Business	101-441-850.000	20.25
11/20	11/18/2020	91330	Spectrum Business	101-756-850.000	13.50
11/20	11/18/2020	91330	Spectrum Business	204-481-850.000	6.75
11/20	11/18/2020	91330	Spectrum Business	204-481-850.000	6.75
11/20	11/18/2020	91330	Spectrum Business	582-588-850.000	22.50
11/20	11/18/2020	91331	STATE OF MICHIGAN DEPT. OF	101-770-912.000	75.00
11/20	11/18/2020	91332	STATE OF MICHIGAN DEPT. OF ENVIRON.	592-549-802.000	3,087.57
11/20	11/18/2020	91333	SUN-SHADE NORTH INC.	661-598-932.000	300.00
11/20	11/18/2020	91334	Sweetwater Catering Company	101-262-802.000	1,021.00
11/20	11/18/2020	91335	Tri County Excavating	202-451-802.000	403,054.76
11/20	11/18/2020	91335	Tri County Excavating	592-020-342.000	58,202.18
11/20	11/18/2020	91335	Tri County Excavating	592-025-343.000	32,284.03
11/20	11/18/2020	91335	Tri County Excavating	204-444-802.000	10,727.24
11/20	11/18/2020	91335	Tri County Excavating	582-020-360.000	70,547.07
11/20	11/18/2020	91336	VARNUM LLP	592-549-802.000	300.00
11/20	11/18/2020	91337	Verdin Company, The	101-770-802.000	630.00
11/20	11/25/2020	91341	5H Irrigation & Maintenance	101-528-802.000	3,145.00
11/20	11/25/2020	91342	Access Locksmithing Inc.	271-790-930.000	11,600.00
11/20	11/25/2020	91343	Airgas USA LLC	661-598-785.000	27.33
11/20	11/25/2020	91343	Airgas USA LLC	661-598-785.000	58.45
11/20	11/25/2020	91344	Alliance Entertainment	271-790-761.000	249.20

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11/20	11/25/2020	91344	Alliance Entertainment	271-790-761.100	128.48
11/20	11/25/2020	91345	All-Phase Electric Supply	582-586-775.000	68.28
11/20	11/25/2020	91345	All-Phase Electric Supply	582-586-775.000	52.70
11/20	11/25/2020	91345	All-Phase Electric Supply	582-586-775.000	115.72
11/20	11/25/2020	91346	Amazon Credit Plan	271-081-658.000	12.99
11/20	11/25/2020	91346	Amazon Credit Plan	271-790-958.200	13.90
11/20	11/25/2020	91346	Amazon Credit Plan	271-790-958.000	149.70
11/20	11/25/2020	91346	Amazon Credit Plan	271-790-958.200	54.30
11/20	11/25/2020	91346	Amazon Credit Plan	271-790-958.100	43.00
11/20	11/25/2020	91346	Amazon Credit Plan	271-790-958.200	162.57
11/20	11/25/2020	91346	Amazon Credit Plan	271-790-751.000	101.17
11/20	11/25/2020	91346	Amazon Credit Plan	271-790-958.200	77.50
11/20	11/25/2020	91347	Ballard's Plumbing & Heating	271-790-930.000	325.00
11/20	11/25/2020	91348	CDW Government	101-228-751.000	22,980.79
11/20	11/25/2020	91348	CDW Government	592-560-802.000	3,716.23
11/20	11/25/2020	91349	Center Point Large Print	271-790-760.000	104.88
11/20	11/25/2020	91350	Char-Em United Way	701-000-230.800	75.00
11/20	11/25/2020	91351	Cintas Corp #729	592-554-802.000	4.20-
11/20	11/25/2020	91351	Cintas Corp #729	592-544-802.000	45.45
11/20	11/25/2020	91351	Cintas Corp #729	582-593-930.000	33.72
11/20	11/25/2020	91351	Cintas Corp #729	204-481-767.000	59.27
11/20	11/25/2020	91351	Cintas Corp #729	582-588-767.000	50.23
11/20	11/25/2020	91351	Cintas Corp #729	592-560-767.000	30.51
11/20	11/25/2020	91351	Cintas Corp #729	592-549-767.000	30.51
11/20	11/25/2020	91351	Cintas Corp #729	101-268-802.000	15.54
11/20	11/25/2020	91351	Cintas Corp #729	582-593-930.000	9.07
11/20	11/25/2020	91351	Cintas Corp #729	204-481-767.000	59.27
11/20	11/25/2020	91351	Cintas Corp #729	582-588-767.000	50.23
11/20	11/25/2020	91351	Cintas Corp #729	592-560-767.000	30.51
11/20	11/25/2020	91351	Cintas Corp #729	592-549-767.000	30.51
11/20	11/25/2020	91351	Cintas Corp #729	582-593-930.000	33.72
11/20	11/25/2020	91351	Cintas Corp #729	204-481-767.000	59.27
11/20	11/25/2020	91351	Cintas Corp #729	582-588-767.000	50.23
11/20	11/25/2020	91351	Cintas Corp #729	592-560-767.000	30.51
11/20	11/25/2020	91351	Cintas Corp #729	592-549-767.000	30.51
11/20	11/25/2020	91351	Cintas Corp #729	101-268-802.000	15.54
11/20	11/25/2020	91351	Cintas Corp #729	592-544-802.000	45.45
11/20	11/25/2020	91351	Cintas Corp #729	582-593-930.000	9.07
11/20	11/25/2020	91351	Cintas Corp #729	204-481-767.000	59.27
11/20	11/25/2020	91351	Cintas Corp #729	582-588-767.000	50.23
11/20	11/25/2020	91351	Cintas Corp #729	592-560-767.000	30.51
11/20	11/25/2020	91351	Cintas Corp #729	592-549-767.000	30.51
11/20	11/25/2020	91351	Cintas Corp #729	101-268-802.000	15.54
11/20	11/25/2020	91351	Cintas Corp #729	592-544-802.000	45.45
11/20	11/25/2020	91351	Cintas Corp #729	582-593-930.000	33.72
11/20	11/25/2020	91351	Cintas Corp #729	204-481-767.000	67.15
11/20	11/25/2020	91351	Cintas Corp #729	582-588-767.000	58.12
11/20	11/25/2020	91351	Cintas Corp #729	592-560-767.000	34.45
11/20	11/25/2020	91351	Cintas Corp #729	592-549-767.000	34.45
11/20	11/25/2020	91352	Consumers Energy	592-558-920.000	112.64
11/20	11/25/2020	91352	Consumers Energy	592-558-920.000	201.73
11/20	11/25/2020	91352	Consumers Energy	592-558-920.000	73.13
11/20	11/25/2020	91352	Consumers Energy	592-558-920.000	75.10
11/20	11/25/2020	91352	Consumers Energy	592-558-920.000	42.07
11/20	11/25/2020	91352	Consumers Energy	202-475-920.000	94.55
11/20	11/25/2020	91353	Cusack's Masonry Restoration Inc.	101-268-802.000	1,646.23

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11/20	11/25/2020	91354	David L Hoffman Landscaping & Nursery	582-586-802.000	419.00
11/20	11/25/2020	91355	Decka Digital LLC	592-553-775.000	103.68
11/20	11/25/2020	91356	Drost Landscape	204-470-802.000	12,965.00
11/20	11/25/2020	91357	DTE Energy	101-345-920.000	522.28
11/20	11/25/2020	91357	DTE Energy	592-538-920.000	41.67
11/20	11/25/2020	91357	DTE Energy	101-265-924.000	368.30
11/20	11/25/2020	91357	DTE Energy	582-593-924.000	889.66
11/20	11/25/2020	91357	DTE Energy	101-773-924.000	38.90
11/20	11/25/2020	91357	DTE Energy	101-265-924.000	114.86
11/20	11/25/2020	91357	DTE Energy	592-538-920.000	125.23
11/20	11/25/2020	91357	DTE Energy	592-555-920.000	36.69
11/20	11/25/2020	91357	DTE Energy	592-538-920.000	123.84
11/20	11/25/2020	91357	DTE Energy	592-551-920.000	1,611.27
11/20	11/25/2020	91357	DTE Energy	592-551-920.000	1,600.91
11/20	11/25/2020	91357	DTE Energy	271-790-924.000	249.52
11/20	11/25/2020	91357	DTE Energy	592-538-920.000	90.70
11/20	11/25/2020	91357	DTE Energy	582-593-920.000	203.82
11/20	11/25/2020	91357	DTE Energy	271-790-924.000	518.84
11/20	11/25/2020	91357	DTE Energy	101-345-920.100	456.69
11/20	11/25/2020	91357	DTE Energy	101-268-924.000	794.36
11/20	11/25/2020	91357	DTE Energy	101-770-924.000	156.30
11/20	11/25/2020	91357	DTE Energy	592-558-920.000	32.00
11/20	11/25/2020	91357	DTE Energy	514-587-802.100	125.23
11/20	11/25/2020	91358	Dunkel Excavating Services Inc.	592-025-343.000	3,719.90
11/20	11/25/2020	91358	Dunkel Excavating Services Inc.	582-020-360.000	3,719.90
11/20	11/25/2020	91359	Dunn's Business Solutions	101-172-751.000	9.84
11/20	11/25/2020	91359	Dunn's Business Solutions	101-201-751.000	9.84
11/20	11/25/2020	91359	Dunn's Business Solutions	101-208-751.000	6.89
11/20	11/25/2020	91359	Dunn's Business Solutions	101-257-751.000	4.92
11/20	11/25/2020	91359	Dunn's Business Solutions	101-215-751.000	5.90
11/20	11/25/2020	91359	Dunn's Business Solutions	101-345-751.000	27.54
11/20	11/25/2020	91359	Dunn's Business Solutions	101-400-751.000	4.92
11/20	11/25/2020	91359	Dunn's Business Solutions	101-441-751.000	14.76
11/20	11/25/2020	91359	Dunn's Business Solutions	101-770-751.000	.98
11/20	11/25/2020	91359	Dunn's Business Solutions	101-773-775.000	.98
11/20	11/25/2020	91359	Dunn's Business Solutions	101-756-751.000	9.84
11/20	11/25/2020	91359	Dunn's Business Solutions	101-789-751.000	1.96
11/20	11/25/2020	91359	Dunn's Business Solutions	101-172-751.000	27.13
11/20	11/25/2020	91359	Dunn's Business Solutions	101-201-751.000	27.13
11/20	11/25/2020	91359	Dunn's Business Solutions	101-208-751.000	18.99
11/20	11/25/2020	91359	Dunn's Business Solutions	101-257-751.000	13.56
11/20	11/25/2020	91359	Dunn's Business Solutions	101-215-751.000	16.28
11/20	11/25/2020	91359	Dunn's Business Solutions	101-345-751.000	75.96
11/20	11/25/2020	91359	Dunn's Business Solutions	101-400-751.000	13.56
11/20	11/25/2020	91359	Dunn's Business Solutions	101-441-751.000	40.69
11/20	11/25/2020	91359	Dunn's Business Solutions	101-770-751.000	2.71
11/20	11/25/2020	91359	Dunn's Business Solutions	101-773-775.000	2.71
11/20	11/25/2020	91359	Dunn's Business Solutions	101-756-751.000	27.13
11/20	11/25/2020	91359	Dunn's Business Solutions	101-789-751.000	5.44
11/20	11/25/2020	91360	EJ USA Inc.	592-010-111.000	16.97
11/20	11/25/2020	91361	Ellens Equipment	661-598-931.000	135.64-
11/20	11/25/2020	91361	Ellens Equipment	661-598-931.000	494.26
11/20	11/25/2020	91361	Ellens Equipment	661-598-931.000	431.53
11/20	11/25/2020	91362	Emmet County Clerk	101-262-802.000	351.45
11/20	11/25/2020	91363	Fastenal Company	101-529-802.000	18.83
11/20	11/25/2020	91363	Fastenal Company	101-529-802.000	8.07

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11/20	11/25/2020	91364	Five Star Screen Printing Plus	204-481-767.000	144.75
11/20	11/25/2020	91364	Five Star Screen Printing Plus	582-588-767.000	144.75
11/20	11/25/2020	91364	Five Star Screen Printing Plus	592-549-767.000	144.75
11/20	11/25/2020	91365	Gale/Cengage Learning	271-790-760.000	61.58
11/20	11/25/2020	91365	Gale/Cengage Learning	271-790-760.000	25.59
11/20	11/25/2020	91366	Gibby's Garage	582-593-930.000	170.00
11/20	11/25/2020	91366	Gibby's Garage	661-598-931.000	340.00
11/20	11/25/2020	91366	Gibby's Garage	661-598-932.000	748.00
11/20	11/25/2020	91366	Gibby's Garage	582-593-930.000	68.00
11/20	11/25/2020	91366	Gibby's Garage	661-598-932.000	238.00
11/20	11/25/2020	91366	Gibby's Garage	661-598-931.000	782.00
11/20	11/25/2020	91366	Gibby's Garage	582-593-930.000	34.00
11/20	11/25/2020	91366	Gibby's Garage	661-598-931.000	1,088.00
11/20	11/25/2020	91366	Gibby's Garage	661-598-932.000	476.00
11/20	11/25/2020	91366	Gibby's Garage	582-593-930.000	68.00
11/20	11/25/2020	91366	Gibby's Garage	661-598-931.000	510.00
11/20	11/25/2020	91367	Gourdie-Fraser Inc.	202-451-802.000	3,739.20
11/20	11/25/2020	91367	Gourdie-Fraser Inc.	204-444-802.000	389.50
11/20	11/25/2020	91367	Gourdie-Fraser Inc.	592-020-342.000	1,947.50
11/20	11/25/2020	91367	Gourdie-Fraser Inc.	592-025-343.000	1,324.30
11/20	11/25/2020	91367	Gourdie-Fraser Inc.	582-020-360.000	389.50
11/20	11/25/2020	91368	HEIGHTS MACHINERY	661-598-931.000	185.58
11/20	11/25/2020	91369	Himebauch, Kelly L	271-790-802.000	270.00
11/20	11/25/2020	91370	Hoffman, Sherri A.	101-529-802.000	925.00
11/20	11/25/2020	91371	K & J Septic Service LLC	592-556-802.000	350.00
11/20	11/25/2020	91372	KSS Enterprises	101-268-775.000	120.00
11/20	11/25/2020	91372	KSS Enterprises	101-268-775.000	34.06
11/20	11/25/2020	91372	KSS Enterprises	101-268-775.000	131.04
11/20	11/25/2020	91372	KSS Enterprises	101-268-775.000	393.12
11/20	11/25/2020	91372	KSS Enterprises	101-268-775.000	160.00
11/20	11/25/2020	91373	MacGregor Plumbing & Heating	271-790-930.000	342.00
11/20	11/25/2020	91374	Michigan Officeways Inc.	271-790-751.000	129.70
11/20	11/25/2020	91375	Midwest Tape	271-790-761.000	44.99
11/20	11/25/2020	91376	Mountaintop Tree Company	204-470-802.000	225.00
11/20	11/25/2020	91377	North Country IT	271-790-802.000	386.00
11/20	11/25/2020	91378	Northern Copy Express Inc.	101-789-802.000	202.60
11/20	11/25/2020	91378	Northern Copy Express Inc.	101-789-802.000	65.70
11/20	11/25/2020	91379	Northern Michigan MedCenter	101-345-802.000	68.00
11/20	11/25/2020	91380	Oudbier Instrument Co.	592-558-802.000	700.00
11/20	11/25/2020	91381	PAC2	271-790-802.000	6,637.00
11/20	11/25/2020	91382	Performance Engineers Inc.	101-268-970.000	2,292.60
11/20	11/25/2020	91383	Petoskey Harbor Springs Area	248-086-689.000	7,250.00
11/20	11/25/2020	91384	Pro Image Design	661-598-932.000	62.00
11/20	11/25/2020	91384	Pro Image Design	661-598-932.000	244.00
11/20	11/25/2020	91385	Quality First Aid & Safety Inc.	582-593-930.000	25.98
11/20	11/25/2020	91386	Ryan Brothers Inc.	592-547-802.000	2,076.70
11/20	11/25/2020	91387	Scholastic Inc.	271-790-958.000	421.90
11/20	11/25/2020	91388	Skip's Petoskey Glass Inc.	271-790-970.000	1,960.00
11/20	11/25/2020	91389	Solutions Electric Inc.	582-020-360.000	1,821.82
11/20	11/25/2020	91389	Solutions Electric Inc.	582-020-360.000	1,581.64
11/20	11/25/2020	91389	Solutions Electric Inc.	592-554-802.000	103.50
11/20	11/25/2020	91390	Spartan Distributors Inc.	661-598-931.000	179.46
11/20	11/25/2020	91391	Spectrum Business	101-345-850.000	69.63
11/20	11/25/2020	91391	Spectrum Business	101-345-850.100	181.55
11/20	11/25/2020	91391	Spectrum Business	514-587-802.100	122.83
11/20	11/25/2020	91391	Spectrum Business	101-770-850.000	104.98

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11/20	11/25/2020	91392	Staples Advantage	101-400-751.000	76.51
11/20	11/25/2020	91392	Staples Advantage	101-201-751.000	13.61
11/20	11/25/2020	91392	Staples Advantage	101-441-751.000	28.68
11/20	11/25/2020	91392	Staples Advantage	101-172-751.000	3.40
11/20	11/25/2020	91392	Staples Advantage	101-201-751.000	3.40
11/20	11/25/2020	91392	Staples Advantage	101-208-751.000	2.38
11/20	11/25/2020	91392	Staples Advantage	101-257-751.000	1.70
11/20	11/25/2020	91392	Staples Advantage	101-215-751.000	2.04
11/20	11/25/2020	91392	Staples Advantage	101-789-751.000	.66
11/20	11/25/2020	91392	Staples Advantage	101-345-751.000	9.51
11/20	11/25/2020	91392	Staples Advantage	101-400-751.000	1.70
11/20	11/25/2020	91392	Staples Advantage	101-441-751.000	5.09
11/20	11/25/2020	91392	Staples Advantage	101-770-751.000	.34
11/20	11/25/2020	91392	Staples Advantage	101-773-775.000	.34
11/20	11/25/2020	91392	Staples Advantage	101-756-751.000	3.40
11/20	11/25/2020	91392	Staples Advantage	101-172-751.000	35.13
11/20	11/25/2020	91392	Staples Advantage	101-201-751.000	35.13
11/20	11/25/2020	91392	Staples Advantage	101-208-751.000	24.59
11/20	11/25/2020	91392	Staples Advantage	101-257-751.000	17.56
11/20	11/25/2020	91392	Staples Advantage	101-215-751.000	21.08
11/20	11/25/2020	91392	Staples Advantage	101-345-751.000	98.36
11/20	11/25/2020	91392	Staples Advantage	101-201-751.000	87.99
11/20	11/25/2020	91392	Staples Advantage	101-400-751.000	17.56
11/20	11/25/2020	91392	Staples Advantage	101-441-751.000	52.69
11/20	11/25/2020	91392	Staples Advantage	101-770-751.000	3.51
11/20	11/25/2020	91392	Staples Advantage	101-773-775.000	3.51
11/20	11/25/2020	91392	Staples Advantage	101-756-751.000	35.13
11/20	11/25/2020	91392	Staples Advantage	101-789-751.000	7.02
11/20	11/25/2020	91393	Sure Lock & Homes LLC	101-345-751.000	120.00
11/20	11/25/2020	91394	Trace Analytical Laboratories LLC	592-553-801.000	32.00
11/20	11/25/2020	91395	Tredroc Tire Services	661-598-932.000	2,025.20
11/20	11/25/2020	91396	Trophy Case, The	101-345-751.000	110.00
11/20	11/25/2020	91397	Truck & Trailer Specialties	661-598-931.000	15.62
11/20	11/25/2020	91397	Truck & Trailer Specialties	661-598-931.000	9,034.20
11/20	11/25/2020	91398	Unique Management Services Inc.	271-790-802.000	37.50
11/20	11/25/2020	91398	Unique Management Services Inc.	271-790-802.000	17.90
11/20	11/25/2020	91399	UpNorth Fire & Safety LLC	661-598-932.000	75.00
11/20	11/25/2020	91399	UpNorth Fire & Safety LLC	661-598-931.000	75.00
11/20	11/25/2020	91399	UpNorth Fire & Safety LLC	582-593-930.000	88.00
11/20	11/25/2020	91399	UpNorth Fire & Safety LLC	661-598-932.000	88.00
11/20	11/25/2020	91399	UpNorth Fire & Safety LLC	582-593-775.000	89.00
12/20	12/02/2020	91407	All-Phase Electric Supply	101-268-775.000	48.34
12/20	12/02/2020	91408	American Waste	592-551-806.000	325.00
12/20	12/02/2020	91409	Applied Pavement Markings	202-477-802.000	10,320.20
12/20	12/02/2020	91409	Applied Pavement Markings	203-477-802.000	5,233.20
12/20	12/02/2020	91409	Applied Pavement Markings	101-770-802.000	2,046.20
12/20	12/02/2020	91409	Applied Pavement Markings	101-789-802.000	423.20
12/20	12/02/2020	91409	Applied Pavement Markings	514-587-802.000	2,302.40
12/20	12/02/2020	91409	Applied Pavement Markings	582-593-930.000	117.80
12/20	12/02/2020	91410	AT&T	271-790-850.000	412.46
12/20	12/02/2020	91411	Ballard's Plumbing & Heating	592-554-802.000	1,282.60
12/20	12/02/2020	91412	Beckett & Raeder Inc.	101-770-970.000	1,910.00
12/20	12/02/2020	91412	Beckett & Raeder Inc.	101-770-802.000	870.00
12/20	12/02/2020	91412	Beckett & Raeder Inc.	204-481-802.000	6,160.00
12/20	12/02/2020	91412	Beckett & Raeder Inc.	101-770-802.000	1,960.00
12/20	12/02/2020	91412	Beckett & Raeder Inc.	101-770-970.000	240.00

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12/20	12/02/2020	91412	Beckett & Raeder Inc.	247-751-802.000	1,080.00
12/20	12/02/2020	91413	Canada, Kathryn Lee	271-790-802.000	270.00
12/20	12/02/2020	91414	CDW Government	101-228-775.000	5,680.01
12/20	12/02/2020	91415	CITY OF PETOSKEY - DMB	271-790-880.000	200.00
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,408.62
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	997.50
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,218.72
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	411.23
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	28.52
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	1,749.69
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,496.78
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	9,122.01
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	39.90
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	13,483.22
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	1,045.15
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	39.91
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	1,170.71
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	1,074.53
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,700.00
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	2,547.78
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	50.26
12/20	12/02/2020	91416	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	92.85
12/20	12/02/2020	91417	Collias-Glaser, Hellene Kay	271-790-802.000	150.00
12/20	12/02/2020	91418	Decka Digital LLC	101-345-751.000	50.00
12/20	12/02/2020	91419	Delta Dental	101-172-724.000	49.97
12/20	12/02/2020	91419	Delta Dental	101-201-724.000	179.31
12/20	12/02/2020	91419	Delta Dental	101-208-724.000	40.77
12/20	12/02/2020	91419	Delta Dental	101-215-724.000	1.58
12/20	12/02/2020	91419	Delta Dental	101-265-724.000	23.81
12/20	12/02/2020	91419	Delta Dental	101-268-724.000	47.86
12/20	12/02/2020	91419	Delta Dental	592-549-724.000	229.35
12/20	12/02/2020	91419	Delta Dental	592-560-724.000	75.01
12/20	12/02/2020	91419	Delta Dental	701-000-230.110	1,486.75
12/20	12/02/2020	91419	Delta Dental	101-773-724.000	16.00
12/20	12/02/2020	91419	Delta Dental	101-789-724.000	32.03
12/20	12/02/2020	91419	Delta Dental	204-481-724.000	131.51
12/20	12/02/2020	91419	Delta Dental	271-790-724.000	222.79
12/20	12/02/2020	91419	Delta Dental	514-587-724.000	37.10
12/20	12/02/2020	91419	Delta Dental	582-588-724.000	175.92
12/20	12/02/2020	91419	Delta Dental	101-345-724.000	864.74
12/20	12/02/2020	91419	Delta Dental	101-400-724.000	31.86
12/20	12/02/2020	91419	Delta Dental	101-441-724.000	135.98
12/20	12/02/2020	91419	Delta Dental	101-754-724.000	24.88
12/20	12/02/2020	91419	Delta Dental	101-756-724.000	74.37
12/20	12/02/2020	91419	Delta Dental	101-770-724.000	122.90
12/20	12/02/2020	91420	Derrer Oil Co.	661-598-759.000	1,075.88
12/20	12/02/2020	91421	DuBois Chemicals Inc.	592-551-783.000	1,095.93
12/20	12/02/2020	91421	DuBois Chemicals Inc.	592-551-783.000	9,740.16
12/20	12/02/2020	91422	Ducastel, Barbara	271-790-802.000	270.00
12/20	12/02/2020	91423	Dunkel Excavating Services Inc.	592-025-343.000	1,880.00
12/20	12/02/2020	91423	Dunkel Excavating Services Inc.	582-020-360.000	1,880.00
12/20	12/02/2020	91423	Dunkel Excavating Services Inc.	592-025-343.000	1,880.00
12/20	12/02/2020	91423	Dunkel Excavating Services Inc.	203-467-802.000	420.00
12/20	12/02/2020	91424	Emergency Medical Products	101-345-775.000	169.00
12/20	12/02/2020	91424	Emergency Medical Products	101-345-775.000	15.99
12/20	12/02/2020	91425	Englebrecht, Robert	101-257-802.100	3,750.00

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12/20	12/02/2020	91426	Etna Supply	592-010-111.000	3,265.00
12/20	12/02/2020	91426	Etna Supply	592-543-775.000	4.67
12/20	12/02/2020	91427	Gale/Cengage Learning	271-790-760.000	89.57
12/20	12/02/2020	91427	Gale/Cengage Learning	271-790-762.000	27.99
12/20	12/02/2020	91428	Ginop Sales Inc.	661-020-140.000	5,686.00
12/20	12/02/2020	91429	Gordon Food Service	661-598-751.000	13.41
12/20	12/02/2020	91429	Gordon Food Service	204-481-751.000	13.41
12/20	12/02/2020	91429	Gordon Food Service	582-588-751.000	13.41
12/20	12/02/2020	91429	Gordon Food Service	582-593-751.000	13.41
12/20	12/02/2020	91429	Gordon Food Service	592-549-751.000	13.41
12/20	12/02/2020	91429	Gordon Food Service	592-560-751.000	13.41
12/20	12/02/2020	91430	Haviland Products Company	592-551-783.000	5,443.55
12/20	12/02/2020	91431	Hubbell Roth & Clark Inc.	592-560-802.000	319.00
12/20	12/02/2020	91432	Jakeway, Patricia	271-790-802.000	390.00
12/20	12/02/2020	91433	K & J Septic Service LLC	592-551-806.000	325.00
12/20	12/02/2020	91434	Kiesler's Police Supply Inc.	101-345-775.000	685.36
12/20	12/02/2020	91435	Knickerbocker, Lynsa	271-790-802.000	180.00
12/20	12/02/2020	91436	Lowery Underground Service	582-020-360.000	14,220.00
12/20	12/02/2020	91436	Lowery Underground Service	582-598-802.000	5,168.00
12/20	12/02/2020	91437	Meyer Ace Hardware	582-586-775.000	37.76
12/20	12/02/2020	91437	Meyer Ace Hardware	101-770-775.000	20.48
12/20	12/02/2020	91437	Meyer Ace Hardware	514-587-775.000	24.61
12/20	12/02/2020	91437	Meyer Ace Hardware	101-789-775.000	7.19
12/20	12/02/2020	91437	Meyer Ace Hardware	271-790-752.000	7.72
12/20	12/02/2020	91437	Meyer Ace Hardware	592-551-775.000	4.68
12/20	12/02/2020	91437	Meyer Ace Hardware	592-551-775.000	2.74
12/20	12/02/2020	91437	Meyer Ace Hardware	248-540-792.000	33.80-
12/20	12/02/2020	91437	Meyer Ace Hardware	101-268-775.000	3.59
12/20	12/02/2020	91437	Meyer Ace Hardware	101-268-775.000	6.83
12/20	12/02/2020	91437	Meyer Ace Hardware	101-770-767.000	8.99
12/20	12/02/2020	91438	Michigan Association of Chiefs of Police	101-345-915.000	100.00
12/20	12/02/2020	91439	Overdrive Inc.	271-790-762.000	1,000.00
12/20	12/02/2020	91440	Pauls Meter Testing LLC	582-592-802.000	4,120.85
12/20	12/02/2020	91441	Power Line Supply	582-010-111.000	1,210.00
12/20	12/02/2020	91441	Power Line Supply	582-598-775.000	15.40
12/20	12/02/2020	91441	Power Line Supply	582-010-111.000	2,486.39
12/20	12/02/2020	91441	Power Line Supply	582-586-775.000	135.00
12/20	12/02/2020	91442	Preston Feather	101-268-775.000	53.96
12/20	12/02/2020	91442	Preston Feather	101-268-775.000	45.99
12/20	12/02/2020	91442	Preston Feather	101-770-775.000	30.40
12/20	12/02/2020	91442	Preston Feather	101-268-775.000	27.18
12/20	12/02/2020	91442	Preston Feather	101-268-775.000	68.45
12/20	12/02/2020	91442	Preston Feather	592-551-775.000	46.62
12/20	12/02/2020	91442	Preston Feather	101-268-775.000	4.60-
12/20	12/02/2020	91442	Preston Feather	101-770-775.000	3.04-
12/20	12/02/2020	91442	Preston Feather	101-268-775.000	2.72-
12/20	12/02/2020	91442	Preston Feather	101-268-775.000	6.85-
12/20	12/02/2020	91442	Preston Feather	101-268-775.000	5.40-
12/20	12/02/2020	91442	Preston Feather	592-551-775.000	4.66-
12/20	12/02/2020	91443	Pro Image Design	592-553-775.000	150.00
12/20	12/02/2020	91444	Roberts, Corrine	271-790-958.000	100.00
12/20	12/02/2020	91445	Royal Tire	661-598-931.000	42.00
12/20	12/02/2020	91445	Royal Tire	661-598-931.000	25.00
12/20	12/02/2020	91446	Scholastic Inc.	271-790-760.100	5.96
12/20	12/02/2020	91447	Spectrum Business	582-588-850.000	94.99
12/20	12/02/2020	91447	Spectrum Business	582-588-850.000	94.99

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
12/20	12/02/2020	91448	Spring City Electrical Manufacturing Co.	582-010-111.000	12,206.00
12/20	12/02/2020	91449	Stampfler, Dianna	271-790-958.100	250.00
12/20	12/02/2020	91450	Standard Electric Company	582-010-111.000	22,758.17
12/20	12/02/2020	91450	Standard Electric Company	582-586-775.000	25.17
12/20	12/02/2020	91450	Standard Electric Company	582-586-775.000	14.13
12/20	12/02/2020	91450	Standard Electric Company	582-586-775.000	29.34
12/20	12/02/2020	91451	State of Michigan -Dept of Environmental	592-551-801.000	5,500.00
12/20	12/02/2020	91452	State of Michigan-Department of LARA	582-081-642.300	3,637.26
12/20	12/02/2020	91452	State of Michigan-Department of LARA	582-081-642.400	718.90
12/20	12/02/2020	91452	State of Michigan-Department of LARA	582-081-642.500	5.46
12/20	12/02/2020	91452	State of Michigan-Department of LARA	582-081-642.200	169.26
12/20	12/02/2020	91453	State of Michigan-Dept of LARA	101-345-802.000	120.00
12/20	12/02/2020	91454	Summit Companies	271-790-930.000	316.00
12/20	12/02/2020	91455	Voorheis, Margaret Ann	271-790-802.000	420.00
12/20	12/02/2020	91456	VSP	101-172-724.000	26.88
12/20	12/02/2020	91456	VSP	592-560-724.000	39.76
12/20	12/02/2020	91456	VSP	101-789-724.000	15.62
12/20	12/02/2020	91456	VSP	204-481-724.000	66.64
12/20	12/02/2020	91456	VSP	271-790-724.000	117.04
12/20	12/02/2020	91456	VSP	514-587-724.000	21.28
12/20	12/02/2020	91456	VSP	582-588-724.000	85.12
12/20	12/02/2020	91456	VSP	592-549-724.000	117.88
12/20	12/02/2020	91456	VSP	101-400-724.000	16.46
12/20	12/02/2020	91456	VSP	101-441-724.000	69.89
12/20	12/02/2020	91456	VSP	101-754-724.000	13.24
12/20	12/02/2020	91456	VSP	101-756-724.000	36.57
12/20	12/02/2020	91456	VSP	101-770-724.000	65.24
12/20	12/02/2020	91456	VSP	101-773-724.000	8.06
12/20	12/02/2020	91456	VSP	101-201-724.000	85.12
12/20	12/02/2020	91456	VSP	101-208-724.000	19.88
12/20	12/02/2020	91456	VSP	101-215-724.000	39.76
12/20	12/02/2020	91456	VSP	101-265-724.000	11.98
12/20	12/02/2020	91456	VSP	101-268-724.000	23.32
12/20	12/02/2020	91456	VSP	101-345-724.000	448.58
12/20	12/02/2020	91457	Wild Flowers	101-770-802.000	378.00
12/20	12/02/2020	91457	Wild Flowers	203-467-802.000	126.00
12/20	12/02/2020	91458	Windemuller	592-555-802.000	382.00
12/20	12/02/2020	91459	State of Michigan -Dept of Environmental	592-549-915.000	95.00
11/20	11/25/2020	999106	ACH-CHILD SUPPORT	701-000-230.160	160.23
11/20	11/25/2020	999107	ACH-EFTPS	701-000-230.200	12,177.58
11/20	11/25/2020	999107	ACH-EFTPS	701-000-230.100	20,441.91
11/20	11/25/2020	999107	ACH-EFTPS	701-000-230.200	12,177.58
11/20	11/25/2020	999107	ACH-EFTPS	701-000-230.200	2,847.99
11/20	11/25/2020	999107	ACH-EFTPS	701-000-230.200	2,847.99
11/20	11/25/2020	999108	ACH-ICMA 457	701-000-230.700	2,140.67
11/20	11/25/2020	999108	ACH-ICMA 457	701-000-230.700	5,235.00
11/20	11/25/2020	999109	ICMA 401	701-000-230.700	641.21
11/20	11/25/2020	999110	ICMA-ROTH	701-000-230.900	595.00
11/20	11/25/2020	999111	Mers DC 45	001-000-001.001	303.73
11/20	11/25/2020	999111	Mers DC 45	701-000-230.120	759.30
Grand Totals:					<u>1,200,516.22</u>

Report Criteria:

Check.Check issue date = 11/12/2020-12/02/2020

Check Number	Check Issue Date	Name	GL Account	Amount
91270	11/18/2020	Bodurka, Michael	582081642300	44.25
91271	11/18/2020	Cora Manthei Trust	582081642300	168.10
91272	11/18/2020	Doerflor, Kelli	582081642300	123.96
91273	11/18/2020	Gardziella, Scott	582081642300	21.92
91274	11/18/2020	Murphy, Michele	101087653000	50.00
91275	11/18/2020	Nathe, Tana	582-081-642.300	236.59
91276	11/18/2020	Petrowski, Gwen	582081642300	200.00
91277	11/18/2020	Thomas, Hannah	582040285000	29.52
91278	11/18/2020	USPG Portfolio Two LLC	582081642300	139.51
91278	11/18/2020	USPG Portfolio Two LLC	582081642300	132.57
91279	11/18/2020	Walgreen's	582588803000	2,500.00
91280	11/18/2020	Weinberg, Nathan & Diana	582081642300	39.14
91338	11/25/2020	A Mobile Title Agency LLC	582081642300	41.99
91339	11/25/2020	Herrick, Shawna	582040285000	13.51
91340	11/25/2020	Nathe, Tara	582081642300	252.43
91400	12/02/2020	Fettig, Paul	582588803000	25.00
91401	12/02/2020	Flynn, Jennifer	582081642300	2.64
91402	12/02/2020	Gibson, Jim	101087654000	50.00
91403	12/02/2020	Patrick Wise Studio	582040285000	55.81
91404	12/02/2020	Schumann, Griffin	582081642300	300.00
91405	12/02/2020	SSCDC Inc.	582040285000	164.26
91406	12/02/2020	Williams, Linden	101087654000	425.00
Grand Totals:				5,016.20



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 7, 2020

PREPARED: December 3, 2020

AGENDA SUBJECT: Appointment Recommendations

RECOMMENDATION: That the City Council consider these appointments

The City Council will be asked to consider the following reappointments:

- DOWNTOWN MANAGEMENT BOARD – Reappointment of Marnie Duse, 429 Pearl Street; reappointment of Dan Harris, 695 Harbor View Lane; and reappointment of Brittany McNeil, 308 Howard Street, all for four-year terms ending December 2024.

sb

Enclosures



City of Petoskey

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DEC 01 2020

CITY OF PETOSKEY
CITY MANAGER

83

Application to Serve on a Board or Commission

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

■ Name	DUSE		Marnie		H		■ Date	11		30		20		
	Last		First		Initial									
■ Residence Address	429		Pearl St.		Petoskey		Mi		49770		■ Home Phone	231 838 6987		
	Number		Street		City		State		Zip					
■ Email Address	marnTd@gmail.com											■ Work Phone	231 347 3433	

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying? Downtown Mgt Board
- How do you believe your appointment would benefit the City? I'm interested and invested in the continuous improvement of our downtown district.
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity. Current DMB Member
- How many continuous years have you lived in Petoskey? 25 yrs.
- Any other helpful information relevant to your application.

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

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Are you a City of Petoskey registered voter?
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? <u>Downtown Mgt. Board</u>
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain. <u>Yes, owner of 323 E. Mitchell St. (Circus Shop Building)</u>

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

Applicant Signature: Marnie T. J. Date: 11/30/2020



City of Petoskey

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RECEIVED

OCT 30 2020

CITY OF PETOSKEY
CITY MANAGER

JB

Application to Serve on a Board or Commission

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

■ Name	Harris		Daniel		J	■ Date	10	22	2020
	Last		First		Initial				
■ Residence Address	695	Harbor View Lane	Petoskey	MI	49770	■ Home Phone	231	347	6479
	Number	Street	City	State	Zip				
■ Email Address	Dan@nmilawyers.com					■ Work Phone	231	347	4444

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying? Downtown Management Board
- How do you believe your appointment would benefit the City? Continued insight, knowledge and interest in the promotion of Downtown Petoskey in its best form.
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity. Member/past president of Emmet County Bar Association, downtown business owner and landlord of multiple retail and commercial rentals.
- How many continuous years have you lived in Petoskey? 20
- Any other helpful information relevant to your application.

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

☐ YES ☒ NO Are you a City of Petoskey registered voter?

☒ YES ☐ NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? DMB

☒ YES ☐ NO Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain.
Yes, interest in Properties in downtown district.

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

Applicant Signature: [Signature] Date: 10.30.20

RECEIVED

NOV 10 2020



City of Petoskey

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CITY OF PETOSKEY
CLERK - TREASURER

93

Application to Serve on a Board or Commission

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

☒ Name McNeil Brittany M ☒ Date 11 5 20

☒ Residence Address 308 Howard Petoskey MI 49770 ☒ Home Phone 616 460 7518

☒ Email Address northperkoffice@gmail.com ☒ Work Phone 231 373 2909

Please answer the following questions using the space provided.

1. What Board or Commission interests you and why are you applying? DMB. I love being on a board that works to meet the needs of our business district as well as works to create a vision for the future of our district + its success.
2. How do you believe your appointment would benefit the City? I come from a business that is really a balance btw. restaurant + retail. I'm engaged + involved with many other downtown shops + owners.
3. Describe any involvement in the community on a Board or Commission or in another volunteer capacity. DMB Director eval committee w/ Gary Albert
GO Grants committee member
Hestia member
4. How many continuous years have you lived in Petoskey? 7

5. Any other helpful information relevant to your application. While I feel some positions do best when rotated frequently + thus offer new insight, I feel like I just got my feet wet I am caught up on the

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

- ☒ YES ☐ NO Are you a City of Petoskey registered voter?
- ☐ YES ☒ NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? decisions we consider + would love to remain involved in this role.
- ☒ YES ☐ NO Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain. I am North Perk owner! :)

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

Applicant Signature: [Signature]

Date: NOV 5, 2020



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 7, 2020 **DATE PREPARED:** December 3, 2020

AGENDA SUBJECT: Consideration to Approve the Proposed 2021 Budget

RECOMMENDATION: That City Council discuss with possible approval of the enclosed proposed resolution

Background At the last City Council meeting on November 16, 2020, a public hearing was held to receive comments on the proposed 2021 Annual Budget and proposed mill levy rates. There were no public comments at that time.

At that same meeting, City Council directed staff to incorporate pay raises for the Mayor and Councilmembers in the proposed 2021 Budget per the recommendation of the Compensation Commission. The salary increases amount to annual pay for the Mayor of \$4,827 (currently \$575) and annual pay for Councilmembers \$3,605 (currently \$330) that would begin on January 1, 2021 as proposed. Consequently, the resolution adopting the 2021 Annual Budget has been revised by increasing Expenditures-General Government Services by \$19,000 to account for the salary increases. This is the only change made to the resolution since the last meeting on November 16, 2020.

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. The resolution includes a provision for a 2% raise for the City Manager.

Action If there are no further questions, a motion can be made to approve the enclosed resolution adopting the proposed 2021 Annual Budget and mill levy rates.

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	1,849,600
Public Safety	3,371,000
Public Works	665,900
Recreation and Cultural	<u>3,021,400</u>
Total Expenditures	<u>8,907,900</u>
December 31, 2021 Fund Balance	\$ <u>5,492,584</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 AUTHORIZED that the City Manager receives a 2% increase to his rate of pay.

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
Sign Permit Applications**	
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
Business Licenses:	
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 st 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
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

Schedule of Rates and Charges
January 1, 2021

Permanent Underground: \$200.00 plus \$2.00 per foot
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
Water Meter Removal and Installation - construction \$50.00

Schedule of Rates and Charges
January 1, 2021

DEPARTMENT OF FINANCE

Meter Size	<u>Water Capital Charges</u>		<u>Sewer Capital Charges</u>		<u>Tap-In Fees</u>	
	<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

<u>Magnus Park</u>	Daily		Monthly	
	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

<u>Gazebos</u>	<u>Resident</u>	<u>Non-resident</u>
Sunset Park Gazebo (max. 50 people)	(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

Pennsylvania Park Gazebo*		
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.	Closed for concert series
	6:00 P.M. to 9:00 P.M.	Closed for concert series

<u>Shelters/Open Space</u>	<u>Resident</u>	<u>Non-resident</u>
Bayfront Park Festival Shelter (max. 75 people)	(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

Bayfront Park West (max. 150 people)*Open Space Only		
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

Bear River Shelter/Mitchell Street Bridge (max. 140 people)		
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

Mineral Well Shelter (max. 32 people)		
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

West Side Shelter (max. 32 people)		
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

Waterfall Area (max. 150 people)*Open Space Only		
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

Special Event Application	\$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**

<u>Shelters/Open Space</u>	<u>Resident</u>	<u>Non-resident</u>
Riverbend Park Pavilion (max. 75 people)	(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

Resource Center (max. 20 people)

2-hour Reservation	\$50.00	\$75.00
Additional Hour	\$25.00	\$35.00

Winter Sports Park

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.



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 7, 2020

PREPARED: December 1, 2020

AGENDA SUBJECT: Retirement Plan Addendums

RECOMMENDATION: That City Council adopt the proposed resolution

Background The City provides defined benefit and contribution plan retirement benefits through the Michigan Municipal Employees' Retirement System (MMERS), which covers three separate groups of employees; Nonunion, DPW union, and Public Safety union.

MMERS is requiring all employers to verify and update plan provisions for certain areas. The areas include; employee eligibility within each division, what qualifies as service credit in determining years of service and defining what is included in compensation used in determining contributions.

Provisions for these three areas are included with the Plan Adoption Agreement Addendums and an Addendum has been completed for each division to mirror benefits currently in effect. There are various new options within service credit and compensation which the City has excluded from the agreement.

Service credit is used to determine how long an employee has worked for the City and is kept in monthly increments and remains at ten, 8 hour days of work per month to receive one service credit. All leaves of absence are excluded from service credit except for workers compensation.

MERS has three set definitions of compensation, as new options, which do not agree with the City's current plan, so the custom definition was chosen. The custom definition of compensation includes only those items currently provided for and excludes the various other available options. This is used in determining both employer and employee contributions to the plan.

A copy of the nonunion defined benefit and defined contribution addendums are included for your review. Provisions in the remaining five addendums contain the same benefits.

Action Enclosed is a resolution approving the five defined benefit plan addendums (Nonunion, DPW, Public Safety Officers (2), Public Safety Lieutenants) and two defined contribution plan addendums (Nonunion and DPW). Council is being asked to approve the proposed resolution.

at
Enclosures



City of Petoskey

Resolution

WHEREAS, the City is a participating governmental unit in the Michigan Municipal Employees' Retirement System (MMERS), as authorized by 1996 PA 220; and

WHEREAS, in accordance with MMERS requirement to restate certain plan provisions related to defining participant eligibility, service credits and compensation:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby approves the 5 Defined Benefit Plan Adoption Agreements for the following divisions; 01 General Teamsters, 02 Public Safety Officers, 10 General Nonunion, 11 Public Safety Lieutenants and 20 Public Safety Officers hired after 1/1/12; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City of Petoskey City Council does and hereby approves the 2 Defined Contribution Plan Adoption Agreements for the following divisions; 0444 General Teamsters hired after 12/31/16 and 0445 General Nonunion hired after 12/31/16; and

BE IT FURTHER RESOLVED that the City of Petoskey City Council does and hereby authorizes the City Manager and Director of Finance to sign the Plan Adoption Agreement Addendums, as stated above, with MMERS.

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Petoskey, City of

Municipality number 240201

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 24020101

Division name on file with MERS Gnr1 Tmstr

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Teamsters unionized staff working in the Department of Public works

Employee classification contains **public safety employees:** ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020101

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from September to June _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020101

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020101

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020101

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☒ NO ☐

- | | |
|---|--|
| <input checked="" type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☒ NO ☐

- | | |
|--|--|
| <input checked="" type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☒

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐

- | | |
|---|---|
| <input checked="" type="checkbox"/> 457 employee and employer contributions | <input checked="" type="checkbox"/> IRA contributions |
| <input checked="" type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☒ NO ☐

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020101

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Petoskey

at a Board Meeting which took place on: 12/07/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: Alan Terry

Title: Director of Finance

Date: _____

☒ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Petoskey, City of

Municipality number 240201

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 24020102

Division name on file with MERS Public Safety/Union

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Public Safety Officers hire before January 1, 2012

Employee classification contains **public safety employees:** ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020102

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>38 hrs</u> per <u>week</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020102

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020102

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020102

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☒ NO ☐

- | | |
|---|--|
| <input checked="" type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☒ NO ☐

- | | |
|--|--|
| <input checked="" type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☒

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐

- | | |
|---|---|
| <input checked="" type="checkbox"/> 457 employee and employer contributions | <input checked="" type="checkbox"/> IRA contributions |
| <input checked="" type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☒ NO ☐

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020102

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Petoskey

at a Board Meeting which took place on: 12/07/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: Alan Terry

Title: Director of Finance

Date: _____

☒ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Petoskey, City of

Municipality number 240201

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 24020110

Division name on file with MERS Gnr1 NonUnio

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Non-unionized full time City Employees

Employee classification contains **public safety employees:** ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020110

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>11</u> months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>38 hour</u> per <u>week</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from <u>March</u> to <u>October</u> only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020110

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020110

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020110

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☒ NO ☐

- | | |
|---|--|
| <input checked="" type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☒ NO ☐

- | | |
|--|--|
| <input checked="" type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☒

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐

- | | |
|---|---|
| <input checked="" type="checkbox"/> 457 employee and employer contributions | <input checked="" type="checkbox"/> IRA contributions |
| <input checked="" type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☒ NO ☐

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020110

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Petoskey

at a Board Meeting which took place on: 12/07/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: Alan Terry

Title: Director of Finance

Date: _____

☒ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Petoskey, City of

Municipality number 240201

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 24020111

Division name on file with MERS Public Safety Un-Lieut

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Unionized Public Safety Lieutenants

Employee classification contains **public safety employees:** ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020111

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020111

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020111

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020111

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☒ NO ☐

- | | |
|---|--|
| <input checked="" type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☒ NO ☐

- | | |
|--|--|
| <input checked="" type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☒

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐

- | | |
|---|---|
| <input checked="" type="checkbox"/> 457 employee and employer contributions | <input checked="" type="checkbox"/> IRA contributions |
| <input checked="" type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☒ NO ☐

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020111

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Petoskey

at a Board Meeting which took place on: 12/07/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: Alan Terry

Title: Director of Finance

Date: _____

☒ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Petoskey, City of

Municipality number 240201

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 24020120

Division name on file with MERS Public Sfty Union aft 01/01/12

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Public Safety Officers hired after January 1, 2012

Employee classification contains **public safety employees:** ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020120

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>38 hrs</u> per <u>week</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020120

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020120

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020120

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☒ NO ☐

- | | |
|---|--|
| <input checked="" type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☒ NO ☐

- | | |
|--|--|
| <input checked="" type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☒

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐

- | | |
|---|---|
| <input checked="" type="checkbox"/> 457 employee and employer contributions | <input checked="" type="checkbox"/> IRA contributions |
| <input checked="" type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☒ NO ☐

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 24020120

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Petoskey

at a Board Meeting which took place on: 12/07/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: Alan Terry

Title: Director of Finance

Date: _____

☒ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Petoskey, City of

Municipality number 240201

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 240201110444

Division name Gnr'l Tmster aftr 12/31/16

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Teamsters Unionized employees working in the Department of Public works and hired after December 31, 2016

Employee classification contains **public safety employees:** ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 240201110444

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Probationary Periods (select one):

- ☐ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- ☒ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 240201110444

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 240201110444

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	Base Wages	Box 1 Wages	Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 240201110444

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☒ NO ☐

- | | |
|---|--|
| <input checked="" type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☒ NO ☐

- | | |
|--|--|
| <input checked="" type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☒

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐

- | | |
|---|---|
| <input checked="" type="checkbox"/> 457 employee and employer contributions | <input checked="" type="checkbox"/> IRA contributions |
| <input checked="" type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☒ NO ☐

Taxable Fringe Benefits apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 240201110444

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Petoskey

at a Board Meeting which took place on: 12/07/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

☐ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Petoskey, City of

Municipality number 240201

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 240201110445

Division name Gnr1 NonUn aftr 12/31/16

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Non-unionized Full Time City Employees

Employee classification contains **public safety employees:** ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 240201110445

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>12</u> months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>38</u> hrs per week.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from <u>March</u> to <u>October</u> only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☐ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- ☒ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 240201110445

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 240201110445

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	Base Wages	Box 1 Wages	Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 240201110445

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☒ NO ☐

- | | |
|---|--|
| <input checked="" type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☒ NO ☐

- | | |
|--|--|
| <input checked="" type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☒

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐

- | | |
|---|---|
| <input checked="" type="checkbox"/> 457 employee and employer contributions | <input checked="" type="checkbox"/> IRA contributions |
| <input checked="" type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☒ NO ☐

Taxable Fringe Benefits apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Petoskey, City of

DIV: 240201110445

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Petoskey

at a Board Meeting which took place on: 12/07/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

☐ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 7, 2020

PREPARED: November 30, 2020

AGENDA SUBJECT: Refunding of Building Authority Library Refunding Bonds

RECOMMENDATION: That City Council adopt the proposed resolution

Background In 2012 the City of Petoskey Building Authority issued \$3,520,000 in General Obligation Refunding Bonds as part of financing a new Library facility. Based on current market conditions, Bendzinski & Co., Detroit, the City's financial advisors on bond matters, has informed the City that sufficient enough savings would result from refinancing the Series 2012 Limited Tax General Obligation Bonds. The refinancing interest savings on the refunding is estimated at \$58,000 over the remaining life of the bonds.

Similar to the refinancing of previous Water and Sewer, Marina, Bear River Valley and Library bonds, the refinancing would proceed as a negotiated sale to provide the optimal structure of the bond issue and timing of the sale based on current market conditions. State law requires sufficient enough savings in interest to cover all bond costs and still provide a savings in interest costs over the remaining life of the bonds. The refinancing will be issued by the City instead of the Building Authority, since changes in laws make it more efficient for the issue to be refunded directly through the City.

Bond Refinancing Process The first step in the refinancing process is for the City Council to approve a resolution authorizing issuance of refunding bonds. The resolution sets forth terms and form of the Refunding Bonds and provides for a negotiated sale of the refunding bonds to Huntington Securities, Inc. (the underwriter). The resolution also authorizes the City Manager and Director of Finance to take necessary actions to issue, sell and deliver Refunding Bonds and to finalize terms of the bonds upon sale and execute a Bond Purchase Agreement with the Underwriter.

Refinancing does not require any further notices since the City is not issuing any additional debt, the City is merely refinancing current debt. This is the only action item required by City Council, which would authorize the City Manager and Director of Finance to proceed with the sale, so long as the City achieves a net present value savings through the refunding.

The existing bond's call provisions become effective in late 2021, so bonds refinanced prior to that date would have taxable interest and following that date would be tax exempt. The estimated savings are based on the interest being taxable. The bond resolution allows the City's advisors to watch the market and perform the sale when market conditions are optimal. The sale is expected to occur once the bonds are callable later in 2021.

Action City Council is being asked to adopt the enclosed "Resolution Authorizing Issuance of 2021 Refunding Bonds", prepared by Miller, Canfield, Paddock & Stone, P.L.C., Detroit, the City's special legal counsel for financial matters.

at
Enclosure

Founded in 1852
by Sidney Davy Miller



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PATRICK F. MCGOW
TEL (313) 496-7684
FAX (313) 496-8450
E-MAIL mcgow@millercanfield.com

Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson, Suite 2500
Detroit, Michigan 48226
TEL (313) 963-6420
FAX (313) 496-7500
www.millercanfield.com

November 30, 2020

Mr. Alan Terry
City Clerk, Treasurer, and Director of Finance
City of Petoskey
101 E. Lake Street
Petoskey, MI 49770

Re: City of Petoskey 2021 Refunding Bonds (Limited Tax General Obligation)

Dear Al:

I have enclosed a Resolution Authorizing Issuance of 2021 Refunding Bonds (Limited Tax General Obligation) (the "Refunding Bonds") for consideration for approval by the City Council at its meeting on December 7th. The Resolution has been prepared based on the bond specifications prepared by Bendzinski & Co., as the City's financial advisor.

The Resolution relates to the refunding of the Building Authority of the City of Petoskey's Building Authority Refunding Bonds, Series 2012 (the "Prior Bonds") which were issued by the Building Authority to refinance its 2003 Bonds which were originally issued for the library project. The City has the ability to achieve interest cost savings by issuing the refunding bonds to refinance the prior bonds to take advantage of lower interest rates in today's bond market.

The enclosed Resolution authorizes the issuance of Refunding Bonds in an amount not to exceed \$1,950,000 to refund the Prior Bonds. The Refunding Bonds will be secured by the City's limited tax full faith and credit pledge.

The Resolution sets forth the terms of the Refunding Bonds, the form of Refunding Bonds, and provides for a negotiated bond sale to Huntington Securities, Inc. as the Underwriter. In the alternative, if deemed to be financially advantageous, the Refunding Bonds may be sold through a private placement with Huntington Securities, Inc. acting as the placement agent.

The Resolution also authorizes various City officials (Mayor, City Manager and City Clerk/Treasurer/Director of Finance) to take the necessary actions to issue, sell and deliver the Bonds. There are various blanks in the Resolution in the form of bond that are intended to be in blank, those items will be completed in the final forms of those documents.

Due to changes in the federal tax law in 2017, if the Refunding Bonds are closed before July 1st, they would be issued on a taxable basis as an advance refunding. If the sale is delayed so

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Alan Terry

-2-


November 30, 2020

that the closing occurs after July 1st, the Bonds can be issued on a tax-exempt basis as a current refunding. I would appreciate it if you could send me three certified copies each of the enclosed documents after their adoption.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: 
Patrick F. McGow

Enclosure

cc: Robert Straebel
Robert J. Bendzinski
Louis Orcutt

36905279.1/069535.00051

**RESOLUTION AUTHORIZING ISSUANCE OF
2021 REFUNDING BONDS
(LIMITED TAX GENERAL OBLIGATION)**

CITY OF PETOSKEY
County of Emmet, State of Michigan

Minutes of a regular meeting of the City Council of the City of Petoskey, County of Emmet, Michigan, held on December 7, 2020, at 7:00 o'clock p.m., prevailing Eastern Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), authorizes the City of Petoskey, County of Emmet, Michigan (the "City") to refund or advance refund all or any part of its outstanding securities; and

WHEREAS, the Building Authority of the City of Petoskey, County of Emmet, State of Michigan (the "Authority") has previously issued its Building Authority Refunding Bonds, Series 2012, dated July 26, 2012, in the original principal amount of \$3,520,000 (the "Prior Bonds") which were issued to refund a portion of the Authority's 2003 Building Authority Bonds which were originally issued to finance the cost of acquiring, constructing, furnishing and equipping a library building together with all appurtenances and attachments thereto; and

WHEREAS, the City and the Authority have entered into a certain Refunding Contract dated June 1, 2012 (the "Contract"), by which the City has agreed to pay contractual payments to the Authority in amounts sufficient to pay the debt service on the Prior Bonds, and has pledged the City's limited tax full faith and credit therefor; and

WHEREAS, the Prior Bonds and the Contract are "outstanding securities" of the City within the meaning of Act 34; and

WHEREAS, the City has been advised that it may be able to accomplish a net savings of debt service costs by refunding all or a portion of the outstanding Prior Bonds (the portion of the Prior Bonds to be refunded are hereinafter referred to as the "Prior Bonds To Be Refunded") through the issuance of refunding bonds by the City; and

WHEREAS, the City desires to issue refunding bonds pursuant to Act 34, in an aggregate principal amount of not to exceed One Million Nine Hundred Fifty Thousand Dollars (\$1,950,000) for the purpose of paying all or part of the cost of refunding all or part of the Prior Bonds To Be Refunded in order to achieve interest cost savings for the benefit of the City and its taxpayers; and

WHEREAS, the City desires to negotiate the sale of the Bonds to Huntington Securities, Inc. (the "Underwriter") within the parameters established by this Resolution.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Authorization of Bonds; Bond Details. Bonds of the City shall be issued in the aggregate principal amount of not to exceed One Million Nine Hundred Fifty Thousand Dollars (\$1,950,000), as finally determined upon sale thereof, to be designated 2021 REFUNDING BONDS (LIMITED TAX GENERAL OBLIGATION) (the "Bonds"), for the purpose of paying the cost of refunding the Prior Bonds To Be Refunded and issuance costs of the Bonds.

The Bonds shall consist of bonds registered as to principal and interest of the denomination of \$5,000 or multiples thereof not exceeding for each maturity the aggregate principal amount of such maturity, dated as of the date of delivery, or such other date as determined by the City Manager or City Clerk/Treasurer/Director of Finance (each an "Authorized Officer"), numbered as determined by the Transfer Agent (hereinafter defined), and maturing or subject to mandatory redemption on October 1 in the years 2021 to 2028, inclusive, or such other dates as shall be determined at the time of sale and in the amounts as determined by an Authorized Officer. The Bonds shall bear interest at a rate or rates to be determined at the time of sale thereof, payable semi-annually on April 1 and October 1, first payable as determined by an Authorized Officer at the time of sale, *provided that* the interest rate on the Bonds shall not exceed 5.00% per annum and the Bonds shall be sold at a price not less than 98.00% of their par value. The Bonds may be issued as serial or term bonds or both and may be subject to redemption prior to maturity as determined at the time of sale.

The record date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future. The principal of the Bonds shall be payable at the designated corporate trust office of a Michigan bank or trust company selected by an Authorized Officer at the time of sale to act as registrar and transfer agent for the Bonds (the "Transfer Agent"), provided that in the event that the Bonds are purchased by a single institutional investor the City may act as its own Transfer Agent.

Interest on the Bonds shall be paid by check drawn on the Transfer Agent mailed to the registered owner of the Bonds at the registered address, as shown on the registration books of the City maintained by the Transfer Agent. Interest shall be payable to the registered owner of record as of the fifteenth day of the month prior to the payment date for each interest payment. The date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future.

2. Execution of Bonds; Book-Entry Only Form. The Bonds shall be signed by the manual or facsimile signatures of the Mayor and the City Clerk and shall have the facsimile seal of the City printed on the Bonds. No Bond executed by facsimile signature shall be valid until authenticated by an authorized representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by it to the purchaser in accordance with instructions from the City Treasurer upon payment of the purchase price for the Bonds in accordance with the offer therefor when accepted. Executed blank certificates for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

The Bonds may be issued in book entry only form through the Depository Trust Company in New York, New York ("DTC") and the Authorized Officers are authorized to execute such custodial or other agreements with DTC as may be necessary to accomplish the issuance of the Bonds in book entry only form and to make such change in the Bond Form within the parameters of this Resolution as may be required to accomplish the foregoing.

Unless waived by any registered owner of Bonds to be redeemed, official notice of redemption shall be given by the Transfer Agent on behalf of the City. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers (and in the case of partial redemption) the called amounts of each certificate; the redemption date; the redemption price or premium; the place where Bonds called for redemption are to be surrendered for payment; and that interest on Bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date.

In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

3. Transfer of Bonds. The Transfer Agent shall keep the books of registration for this issue on behalf of the City. Any Bond may be transferred upon such registration books by the registered owner of record, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the City shall execute and the Transfer Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer.

4. Security for Bonds; Limited Tax Pledge; Defeasance of Bonds. The City hereby pledges its limited tax full faith and credit for the prompt payment of the principal and interest on the Bonds. The City shall, each year budget the amount of the debt service coming due in the next fiscal year on the principal of and interest on the Bonds and shall advance as a first budget obligation from its general funds available therefor, or, if necessary levy taxes upon all taxable property in the City subject to applicable constitutional, statutory and charter tax rate limitations, such sums as may be necessary to pay such debt service in said fiscal year. The City Treasurer is authorized and directed to open a separate fund with a bank or trust company designated by the City Council to be known as the 2021 REFUNDING BONDS (LIMITED TAX GENERAL OBLIGATION) DEBT RETIREMENT FUND (the "Debt Retirement Fund"), the moneys to be deposited into the Debt Retirement Fund to be specifically earmarked and used solely for the purpose of paying principal of and interest on the Bonds as they mature. Into said fund there shall be placed the accrued interest, if any, received at the time of delivery of the Bonds.

In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay the principal of and interest on the Bonds when due, shall be deposited in trust, this Resolution shall be defeased and the owners of the Bonds shall have no further rights under this Resolution except to

receive payment of the principal of and interest on the Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

5. Issuance Fund; Escrow Account; Proceeds of Bond Sale. Proceeds of the Bonds shall be used to pay the costs of issuance of the Bonds and to secure payment of the Prior Bonds To Be Refunded as provided in this paragraph. Upon receipt of the proceeds of sale of the Bonds, the accrued interest and premium, if any, shall be deposited in the Debt Retirement Fund for the Bonds. From the proceeds of the Bonds there shall next be set aside a sum sufficient to pay the costs of issuance of the Bonds in a fund designated 2021 REFUNDING BONDS (LIMITED TAX GENERAL OBLIGATION) BOND ISSUANCE FUND (the “Bond Issuance Fund”), which may be established by the City or an escrow agent. The moneys in the Bond Issuance Fund shall be used solely to pay the costs of issuance of the Bonds. Any amounts remaining in the Bond Issuance Fund after payment of issuance expenses shall be transferred to the Debt Retirement Fund for the Bonds.

The balance of the proceeds of the Bonds, together with other available funds of the City, if any, shall be deposited in an escrow fund (the “Escrow Fund”) consisting of cash or cash and investments in direct obligations of or obligations the principal of and interest on where are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing (the “Escrow Securities”) and used to pay the principal of and interest on all or a portion of the Prior Bonds To be Refunded as determined by an Authorized Officer at the time of sale. The Escrow Fund shall be held by an escrow agent (the “Escrow Agent”) pursuant to an escrow agreement (the “Escrow Agreement”) which shall irrevocably direct the Escrow Agent to take all necessary steps to call the Prior Bonds To Be Refunded for redemption on the first date such Prior Bonds To Be Refunded may be called for redemption. Each Authorized Officer is authorized and directed to appoint an Escrow Agent and execute the Escrow Agreement on behalf of the City. The amounts held in the Escrow Fund shall be such that the cash and investments and income received thereon will be sufficient without reinvestment to pay the principal of and interest on the Prior Bonds To Be Refunded when due at maturity or call for redemption as required by this section. Each Authorized Officer is authorized and directed to purchase or cause to be purchased, Escrow Securities, including but not limited to, United States Treasury Obligations – State and Local Government Series (SLGS), in an amount sufficient to fund the Escrow Fund.

6. Bond Form. The Bonds shall be in substantially the following form with such changes as may be required to conform to the final terms of the Bonds established by the Sale Order:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF EMMET

CITY OF PETOSKEY

2021 REFUNDING BOND
(LIMITED TAX GENERAL OBLIGATION)

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
	October 1, 20__	_____, 2021	

Registered Owner:

Principal Amount: _____ Dollars

The City of Petoskey, County of Emmet, State of Michigan (the "City"), acknowledges itself to owe and for value received hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Maturity Date specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360 day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, at the Interest Rate per annum specified above, payable on _____ 1, 2021 and semiannually thereafter. Principal of this bond is payable upon presentation and surrender of this bond at the designated corporate trust office of _____, Michigan, or such other transfer agent as the City may hereafter designate (the "Transfer Agent") by notice mailed to the registered owner not less than sixty (60) days prior to an interest payment date. Interest on this bond is payable to the person or entity which is the registered owner of record as of the 15th day of the month preceding the interest payment date as shown on the registration books of the City kept by the Transfer Agent, by check or draft mailed by the Transfer Agent to the registered owner of record at the registered address.

This bond, including the interest thereon, is payable as a first budget obligation from the general funds of the City, and the City is required, if necessary, to levy ad valorem taxes on all taxable property in the City for the payment thereof, subject to applicable constitutional, statutory and charter tax rate limitations. For prompt payment of this bond, both principal and interest, the full faith, credit and resources of the City are hereby irrevocably pledged.

This bond is one of a series of bonds aggregating the principal sum of \$_____, issued pursuant to Act 34, Public Acts of Michigan, 2001, as amended, and a resolution duly adopted by the City Council of the City for the purpose of paying all or part of the cost of refunding certain outstanding securities of the City.

[Insert term bond provisions, if applicable]

Bonds maturing in the years 20__ to 20__, inclusive, shall not be subject to redemption prior to maturity. Bonds or portions of bonds in multiples of \$5,000 maturing in the year 20__ and thereafter shall be subject to redemption prior to maturity, at the option of the City, in any order of maturity and by lot within any maturity, on any date on or after _____, 20__, at par and accrued interest to the date fixed for redemption.

In case less than the full amount of an outstanding bond is called for redemption, the Transfer Agent, upon presentation of the bond called for redemption, shall register, authenticate and deliver to the registered owner of record a new bond in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption shall be given to the registered owner of any bond or portion thereof called for redemption by mailing of such notice not less than thirty (30) days prior to the date fixed for redemption to the registered address of the registered owner of record. A bond or portion thereof so called for redemption shall not bear interest after the date fixed for redemption provided funds are on hand with the Transfer Agent to redeem said bond or portion thereof.

This bond is transferable only upon the registration books of the City kept by the Transfer Agent by the registered owner of record in person, or by the registered owner's attorney duly authorized in writing. Upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner's attorney duly authorized in writing and upon the payment of the charges, if any, prescribed in the resolution authorizing this bond, a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolution authorizing this bond. Neither the City nor the Transfer Agent shall be required to transfer or exchange this bond or portion of this bond either during the period of fifteen (15) days immediately preceding the date of the mailing of any notice of redemption or (except as to the unredeemed portion, if any, of this bond) after this bond or any portion of this bond has been selected for redemption.

It is hereby certified and recited that all acts, conditions and things required by law to be done, precedent to and in the issuance of this bond and the series of bonds of which this is one, exist and have been done and performed in regular and due form and time as required by law, and that the total indebtedness of the City, including this bond and the series of bonds of which this is one, does not exceed any constitutional, statutory or charter debt limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City of Petoskey, County of Emmet, State of Michigan, by its City Council, has caused this bond to be signed in the name of the City by the facsimile signatures of its Mayor and City Clerk and a facsimile of its corporate seal to be printed hereon, all as of the Date of Original Issue.

CITY OF PETOSKEY
County of Emmet
State of Michigan

By: _____
Its Mayor

(SEAL)

By: _____
Its City Clerk

7. Negotiated Sale; Placement or Sale of Bonds. The City Council has considered the option of selling the Bonds through a competitive sale and a negotiated sale, and pursuant to the requirements of Act 34, based on the advice of its financial advisor, determines that a negotiated sale of the Bonds to the Underwriter will result in the most efficient and expeditious means of selling the Bonds and will result in the lowest interest cost to the City and hereby approves the Underwriter as the purchaser of the Bonds. However, if it is determined that a private placement is financially more advantageous to the City, based upon the advice of the City's financial advisor, the Authorized Officers are authorized to sell the Bonds through a private placement and Huntington Securities, Inc. shall act as placement agent for the Bonds.

8. Bond Purchase Agreement; Delegation to Authorized Officer; Sale Order. The Authorized Officers are each hereby authorized to negotiate the sale of the Bonds with the Underwriter, negotiate and execute a Bond Purchase Agreement, execute a Sale Order specifying the final terms of the Bonds and take all other necessary actions required to effectuate the sale, issuance and delivery of the Bonds within the parameters authorized in this Resolution.

9. Adjustment of Bond Terms. The Authorized Officers are each hereby authorized to adjust the final bond details as set forth herein to the extent necessary or convenient to complete the sale of the Bonds and in pursuance of the foregoing is each authorized to exercise the authority and make the determinations pursuant to Section 315(1)(d) of Act 34, including but not limited to determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, date of issuance, interest payment dates, redemption rights and other matters within the parameters established by this Resolution; *provided* that the principal amount of Bonds issued shall not exceed the principal amount authorized in this Resolution, the interest rate per annum on the Bonds shall not exceed 5.00%, the maximum Underwriter's discount on the Bonds shall not exceed 0.70% of the par amount of the Bonds, the Bonds shall be sold at a price not less than 98.00% of their par value, and the refunding of the Prior Bonds To Be Refunded shall result in present value savings to the City.

10. Tax Covenant; Qualified Tax-Exempt Obligations. If the Bonds are issued on a tax-exempt basis as determined at the time of sale of the Bonds, the City shall, to the extent permitted by law, take all actions within its control necessary to maintain the exclusion of the interest on each issue of the Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditures and investment of Bond proceeds and moneys deemed to be Bond proceeds. If the Bonds are issued on a tax-exempt basis as determined at the time of sale of the Bonds, each Authorized Officer is authorized to designate the Bonds as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions pursuant to Section 265(b)(3) of the Code.

11. Continuing Disclosure Undertaking. The City covenants to enter into a continuing disclosure undertaking for the benefit of the holders and beneficial owners of the Bonds in accordance with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission, and the Authorized Officers are each authorized to execute such undertaking prior to delivery of the Bonds.

12. Bond Counsel. The appointment of the law firm of Miller, Canfield, Paddock and Stone, P.L.C., as Bond Counsel for the Bonds is hereby confirmed, notwithstanding the periodic

representation by Miller, Canfield, Paddock and Stone, P.L.C., in unrelated matters of the Underwriter and other parties and potential parties to the issuance of the Bonds.

13. Financial Advisor. Bendzinski & Co. Municipal Finance Advisors is retained as the registered municipal advisor to the City in connection with the issuance of the Bonds.

14. Authorization of Other Actions. The Authorized Officers are each authorized and directed to (a) approve the circulation of a preliminary official statement describing the Bonds and to deem the preliminary official statement “final” for purposes of Rule 15c2-12 of the SEC; (b) approve the circulation of a final official statement describing the Bonds and to execute the same on behalf of the City; (c) solicit bids for and approve the purchase of a municipal bond insurance policy for the Bonds; (d) obtain ratings for the Bonds; (e) pay costs of issuance including but not limited to transfer agent fees, escrow agent fees, verification agent fees, municipal advisor fees, bond counsel fees, rating agency fees, costs of printing the Bonds and the preliminary and final official statements, publication costs, and any other costs necessary to accomplish sale and delivery of the Bonds; and (f) do all other acts, take all other necessary procedures, and make such filings with any parties, including the Michigan Department of Treasury, necessary or desirable to effectuate the sale, issuance and delivery of the Bonds.

15. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.

RESOLUTION DECLARED ADOPTED.

YEAS: _____

NAYS: _____

ABSTAIN: _____

Alan Terry
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Petoskey, County of Emmet, State of Michigan, at a regular meeting held on December 7, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Alan Terry
City Clerk

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City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 7, 2020

PREPARED: November 30, 2020

AGENDA SUBJECT: Refunding Water & Sewer System Bonds

RECOMMENDATION: That City Council adopt the proposed bond ordinance

Background In 2011 the City of Petoskey issued \$11,235,000 in Revenue and Revenue Refunding Bonds as part of financing for continued improvements to the Wastewater Treatment Plant (WWTP) \$2,755,000 and refinancing of two existing bonds, one for Water Supply \$2,150,000 and one for the WWTP \$6,330,000. The \$2,150,000 water supply bond was paid off in 2017.

Based on current market conditions, Bendzinski & Co., Detroit, the City's financial advisors on bond matters, has informed the City that sufficient enough savings would result from refinancing the remaining portion of the Series 2011 bonds. Interest savings on the refunding are estimated at \$570,000 over the remaining life of the two bonds. The larger bond (\$6,330,000) matures in 2026 and the smaller (\$2,150,000) bond matures in 2031.

Similar to the refinancing of previous Water and Sewer, Marina, Bear River Valley and Library bonds, the refinancing would proceed as a negotiated sale to provide the optimal structure of the bond issue and timing of the sale based on current market conditions. State law requires sufficient enough savings in interest to cover all bond costs and still provide a savings in interest costs over the remaining life of the bonds.

Bond Refinancing Process The first step in the refinancing process is for the City Council to approve a bond ordinance authorizing issuance of refunding bonds. The ordinance sets forth terms and form of the Refunding Bonds and provides for a negotiated sale of the refunding bonds to Huntington Securities, Inc. (the underwriter). The ordinance also authorizes the City Manager and Director of Finance to take necessary actions to issue, sell and deliver Refunding Bonds and to finalize terms of the bonds upon sale and execute a Bond Purchase Agreement with the Underwriter. Bond ordinances are governed by Revenue Bond Act 94 of 1933 and is different from other ordinances adopted by the City, as it does not require more than one meeting for approval.

Refinancing does not require any further notices since the City is not issuing any additional debt, the City is merely refinancing current debt. This is the only action item required by City Council, which would authorize the City Manager and Director of Finance to proceed with the sale, so long as the City achieves a net present value savings through the refunding. If approved, it is expected the bonds would be sold in February 2021 in order to take advantage of current market conditions.

Action City Council is being asked to adopt the enclosed bond ordinance authorizing "Water Supply and Sewage Disposal System Revenue Refunding Bonds, Series 2021", prepared by Miller, Canfield, Paddock & Stone, P.L.C., Detroit, the City's special legal counsel for financial matters.

at
Enclosures

Founded in 1852
by Sidney Davy Miller



MICHIGAN
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NEW YORK
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CANADA
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MEXICO
POLAND
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PATRICK F. MCGOW
TEL (313) 496-7684
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Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson, Suite 2500
Detroit, Michigan 48226
TEL (313) 963-6420
FAX (313) 496-7500
www.millercanfield.com

November 30, 2020

Mr. Alan Terry
City Clerk, Treasurer, and Director of Finance
City of Petoskey
101 E. Lake Street
Petoskey, MI 49770

Re: City of Petoskey Water Supply and Sewage Disposal System Revenue Refunding Bonds, Series 2021

Dear Al:

I have enclosed a Bond Ordinance to authorize the issuance of the City's Water Supply and Sewage Disposal System Revenue Refunding Bonds, Series 2021 (the "Refunding Bonds") for consideration for approval by the City Council at its meeting on December 7th. The Resolution has been prepared based on the bond specifications prepared by Bendzinski & Co., as the City's financial advisor.

Due to the low interest rate environment in the bond market and the ability to call certain bonds for early redemption, the City has the opportunity to refinance its existing Water Supply and Sewage Disposal System Revenue and Revenue Refunding Bonds, Series 2011 (the "Prior Bonds") which were issued in 2011 to finance new improvements and to refinance certain prior series of revenue bonds which were issued in 2001 and 2002 (the "Prior Bonds") at lower interest rates to achieve debt service savings for the benefit of the City and the users of the System.

The Ordinance authorizes the issuance of the Bonds in an aggregate amount not to exceed \$4,700,000 to pay the costs of refunding the Prior Bonds. The Bonds will be payable from the Net Revenues of the City's Water Supply and Sewage Disposal System. After issuance, the Bonds would be of equal standing with the City's outstanding Water Supply and Sewage Disposal System Revenue Bonds, Series 2017. The Bonds are expected to be sold at a negotiated sale to Huntington Securities, Inc. (the "Underwriter") as a public offering.

The Ordinance contains the mandatory requirements for Revenue Bond Ordinances as required by Act 94 of 1933 (the "Revenue Bond Act"). The Ordinance sets forth the terms of the Bonds and provides for a negotiated sale of the Bonds to the Underwriter. The Ordinance also authorizes the Mayor, City Manager, City Clerk/Treasurer/Director of Finance to take any other steps necessary related to the issuance, sale and delivery of the Bonds. There are some blanks in the Ordinance in the form of the Bond that do not need to be completed at or prior to adoption, but

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Alan Terry

-2-

November 30, 2020


will instead be completed in the final Bond form once the final terms been determined. The Ordinance is similar in form to prior bond authorizing ordinances adopted by the City Council. This Ordinance is the only action item required by the City Council relating to the Bonds.

Pursuant to Section 6 of the Revenue Bond Act, the Ordinance may be adopted in one reading without the need for a public hearing, regardless of any contrary provision in the City's ordinance adoption procedures. The Ordinance is required to be published once in full in your local newspaper after its adoption. Upon adoption by the City Council, we would appreciate receiving three (3) certified copies of the Ordinance and three (3) Affidavits of Publication of the Ordinance for bond transcripts.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: 
Patrick F. McGow

Enclosure

cc: Robert Straebel
Robert J. Bendzinski
Louis Orcutt

36905281.1/069535.00052

CITY OF PETOSKEY, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO PROVIDE FOR THE ISSUANCE AND SALE OF WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM REVENUE REFUNDING BONDS TO PAY THE COST OF REFUNDING ALL OR PART OF THE CITY OF PETOSKEY WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM REVENUE AND REVENUE REFUNDING BONDS, SERIES 2011; TO PROVIDE FOR THE COLLECTION OF REVENUES FROM THE SYSTEM SUFFICIENT FOR THE PURPOSE OF PAYING THE COSTS OF OPERATION AND MAINTENANCE OF THE SYSTEM AND TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS; TO PROVIDE AN ADEQUATE RESERVE FUND FOR THE BONDS; TO PROVIDE FOR THE SEGREGATION AND DISTRIBUTION OF THE REVENUES; TO PROVIDE FOR THE RIGHTS OF THE HOLDERS OF THE BONDS IN ENFORCEMENT THEREOF; AND TO PROVIDE FOR OTHER MATTERS RELATING TO THE SYSTEM AND THE BONDS.

THE CITY OF PETOSKEY ORDAINS:

Section 1. Definitions. Whenever used in this Ordinance, except when otherwise indicated by the context, the following terms shall have the following meanings:

- (a) “Act 94” means Act 94, Public Acts of Michigan, 1933, as amended.
- (b) “Authorized Officers” means the Mayor, City Manager, or City Clerk/Treasurer/Finance Director.
- (c) “Bonds” mean the Series 2021 Bonds, the Outstanding Bonds and any additional Bonds presently of equal standing or hereafter issued.
- (d) “Escrow Agent” means a bank or trust company appointed to serve as Escrow Agent pursuant to an escrow agreement.
- (e) “Issuer” or “City” means the City of Petoskey, County of Emmet, State of Michigan.
- (f) “Outstanding Bonds” means the Series 2011 Bonds and the Series 2017 Bonds.
- (g) “Outstanding Ordinances” means Ordinance Nos. 650, 683 and 757 of the City.
- (h) “Refunded Bonds” means all or a portion of the Series 2011 Bonds as shall be finally determined pursuant to the Sale Order referred to herein, but preliminarily refers to those Series 2011 Bonds maturing in the years 2022 to 2031,

inclusive, aggregating the principal amount of Four Million Four Hundred Thirty Thousand Dollars (\$4,430,000).

(i) “Revenues” and “Net Revenues” mean the revenues and net revenues of the System and shall be construed as defined in Section 3 of Act 94, including with respect to “Revenues”, the earnings derived from the investment of moneys in the various funds and accounts established by the Outstanding Ordinances and this Ordinance.

(j) “Sale Order” means the Sales Order to be executed by one or more authorized officers of the Issuer respecting the sale of the Series 2021 Bonds.

(k) “Series 2011 Bonds” means the Issuer’s Water Supply and Sewage Disposal System Revenue and Revenue Refunding Bonds, Series 2011, dated June 29, 2011, in the outstanding principal amount of Five Million Thirty-Five Thousand Dollars (\$5,035,000).

(l) “Series 2017 Bonds” means the Issuer’s Water Supply and Sewage Disposal System Revenue Bonds, Series 2017, dated June 13, 2017, in the outstanding principal amount of Four Million Six Hundred Thirty Thousand Dollars (\$4,630,000).

(m) “Series 2021 Bonds” means the Water Supply and Sewage Disposal System Revenue Refunding Bonds, Series 2021, of the Issuer authorized pursuant to this Ordinance.

(n) “Sufficient Government Obligations” means direct obligations of the United States of America or obligations the principal and interest on which is fully guaranteed by the United States of America, not redeemable at the option of the issuer, the principal and interest payments upon which, without reinvestment of the interest, come due at such times and in such amounts as to be fully sufficient to pay the interest as it comes due on the Bonds and the principal and redemption premium, if any, on the Bonds as it comes due whether on the stated maturity date or upon earlier redemption. Securities representing such obligations shall be placed in trust with a bank or trust company, and if any of the Bonds are to be called for redemption prior to maturity, irrevocable instructions to call the Bonds for redemption shall be given to the paying agent.

(o) “System” means the entire Water Supply and Sewage Disposal System of the City as defined in the Outstanding Ordinances.

(p) “Transfer Agent” means a bank or trust company selected to serve as transfer agent for the Series 2021 Bonds.

(q) “Underwriter” means Huntington Securities, Inc. as the purchaser of the Series 2021 Bonds.

Section 2. Necessity; Public Purpose; Estimated Cost. It is hereby determined to be a necessary public purpose of the Issuer to refund all or part of the Refunded Bonds. The estimated cost of refunding the Refunded Bonds, including legal and financing expenses, in an amount of not to exceed Nine Million Two Hundred Fifty Thousand Dollars (\$9,250,000), is hereby approved and the estimated cost of acquiring and constructing the Project, including contingencies, engineering, legal and financing expenses, in an amount not to exceed Four Million Seven Hundred Thousand Dollars (\$4,700,000) is hereby approved.

Section 3. Payment of Cost; Bonds Authorized. To pay the costs associated with the refunding of the Refunded Bonds, including legal, financial and other expenses incident thereto and incident to the issuance and sale of the Series 2021 Bonds, the Issuer shall borrow the sum of not to exceed Four Million Seven Hundred Thousand Dollars (\$4,700,000), as finally determined in the Sale Order and issue the Series 2021 Bonds therefor pursuant to the provisions of Act 94. The remaining costs, if any, shall be defrayed from System funds on hand and legally available for such use, including moneys in the bond and interest redemption fund and bond reserve account established for the Refunded Bonds.

Section 4. Bond Details. The Series 2021 Bonds shall be designated WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM REVENUE REFUNDING BONDS, SERIES 2021, shall be payable solely and only out of the Net Revenues, as set forth more fully herein, shall consist of bonds of the denomination of \$5,000, or integral multiples of \$5,000 not exceeding in any one year the amount maturing in that year, dated as of the date of delivery or such other date as shall be determined in the Sale Order, numbered in order of authentication, and shall mature or be subject to mandatory redemption on February 1st in the years 2022 to 2031, inclusive, or such other years and in such amounts as shall be determined in the Sale Order.

The Series 2021 Bonds shall bear interest at a rate or rates determined on the sale thereof, but in any event not exceeding 5% per annum, payable on February 1 and August 1 of each year, commencing August 1, 2021, or such later date as determined in the Sale Order, by check by check or draft mailed by the Transfer Agent to the person or entity which is, as of the 15th day of the month preceding the interest payment date, the registered owner at the registered address as shown on the registration books of the Issuer maintained by the Transfer Agent. The date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the Issuer to conform to market practice in the future. The principal of the Series 2021 Bonds shall be payable at the principal office of the Transfer Agent. The Series 2021 Bonds shall be sold at a price not less than 98.5% of their par value.

The Series 2021 Bonds may be subject to redemption prior to maturity at the times and prices and in the manner finally determined in the Sale Order.

In case less than the full amount of an outstanding Bond is called for redemption, the Transfer Agent upon presentation of the Bond called in part for redemption shall register, authenticate and deliver to the registered owner a new bond in the principal amount of the portion of the original bond not called for redemption. Notice of redemption shall be given in the manner specified in the form of the Bonds contained in Section 14 of this Ordinance.

Section 5. Execution of Bonds. The Series 2021 Bonds shall be executed in the name of the Issuer with the manual or facsimile signatures of the Mayor and the City Clerk and shall have a facsimile of the Issuer's seal printed on them. No Bond executed by facsimile signature shall be valid until authenticated by an authorized signer of the Transfer Agent. The Series 2021 Bonds shall be delivered to the Transfer Agent for authentication and be delivered by the Transfer Agent to the purchaser thereof in accordance with instructions from the Treasurer of the Issuer upon payment of the purchase price for the Series 2021 Bonds in accordance with the bid therefor when accepted. Executed blank bonds for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

Section 6. Registration and Transfer. Any Bond may be transferred upon the books required to be kept pursuant to this section by the person in whose name it is registered, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the Issuer shall execute and the transfer agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent shall not be required (i) to issue, register the transfer of or exchange any Bond during a period beginning at the opening of business 15 days before the day of the giving of a notice of redemption of Bonds selected for redemption as described in the form of Bonds contained in Section 13 of this Ordinance and ending at the close of business on the day of that giving of notice, or (ii) to register the transfer of or exchange any Bond so selected for redemption in whole or in part, except the unredeemed portion of Bonds being redeemed in part. The Issuer shall give the Transfer Agent notice of call for redemption at least 20 days prior to the date notice of redemption is to be given.

The Transfer Agent shall keep or cause to be kept, at its principal office, sufficient books for the registration and transfer of the Series 2021 Bonds, which shall at all times be open to inspection by the Issuer; and, upon presentation for such purpose, the Transfer Agent shall, under such reasonable regulations as it may prescribe, transfer or cause to be transferred, on said books, Bonds as hereinbefore provided.

If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bond, shall execute, and the Transfer Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution for the mutilated Bond, upon surrender to the

Transfer Agent of the mutilated Bond. If any Bond issued under this Ordinance shall be lost, destroyed or stolen, evidence of the loss, destruction or theft may be submitted to the Transfer Agent and, if this evidence is satisfactory to both and indemnity satisfactory to the Transfer Agent shall be given, and if all requirements of any applicable law including Act 354, Public Acts of Michigan, 1972, as amended (“Act 354”), being sections 129.131 to 129.135, inclusive, of the Michigan Compiled Laws have been met, the Issuer, at the expense of the owner, shall execute, and the Transfer Agent shall thereupon authenticate and deliver, a new Bond of like tenor and bearing the statement required by Act 354, or any applicable law hereafter enacted, in lieu of and in substitution for the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond the Transfer Agent may pay the same without surrender thereof.

The Series 2021 Bonds may be issued in book-entry-only form through the Depository Trust Company in New York, New York (“DTC”) and any officer of the City is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Series 2021 Bonds in book-entry-only form and to make such changes in the Bond form with the parameters of this ordinance as may be required to accomplish the foregoing.

Section 7. Payment of Series 2021 Bonds; Security. The Series 2021 Bonds and the interest thereon shall be payable solely and only from the Net Revenues, and to secure such payment, there is hereby recognized a statutory lien upon the whole of the Net Revenues which shall be a first lien to continue until payment in full of the principal of and interest on all Bonds payable from the Net Revenues, or, until sufficient cash or Sufficient Government Obligations have been deposited in trust for payment in full of all Bonds of a series then outstanding, principal and interest on such Bonds to maturity, or, if called for redemption, to the date fixed for redemption together with the amount of the redemption premium, if any. The statutory first lien referred to herein shall be of equal standing and priority with the Outstanding Bonds. Upon deposit of cash or Sufficient Government Obligations, as provided in the previous sentence, the statutory lien shall be terminated with respect to that series of Bonds, the holders of that series shall have no further rights under this Ordinance except for payment from the deposited funds, and the Series 2021 Bonds of that series shall no longer be considered to be outstanding under this Ordinance.

Section 8. Bondholders’ Rights; Receiver. The holder or holders of the Series 2021 Bonds representing in the aggregate not less than twenty percent (20%) of the entire principal amount thereof then outstanding, may, by suit, action, mandamus or other proceedings, protect and enforce the statutory lien upon the Net Revenues of the System, and may, by suit, action, mandamus or other proceedings, enforce and compel performance of all duties of the officers of the Issuer, including the fixing of sufficient rates, the collection of Revenues, the proper segregation of the Revenues of the System and the proper application thereof. The statutory lien upon the Net Revenues, however, shall not be construed as to compel the sale of the System or any part thereof.

If there is a default in the payment of the principal of or interest on the Series 2021 Bonds, any court having jurisdiction in any proper action may appoint a receiver to administer and operate the System on behalf of the Issuer and under the direction of the court, and by and with the approval of the court to perform all of the duties of the officers of the Issuer more particularly set forth herein and in Act 94.

The holder or holders of the Series 2021 Bonds shall have all other rights and remedies given by Act 94 and law, for the payment and enforcement of the Series 2021 Bonds and the security therefor.

Section 9. Rates and Charges. The rates and charges for service furnished by and the use of the System and the methods of collection and enforcement of the collection of the rates shall be those in effect on the date hereof, as the same shall be increased from time to time.

Section 10. No Free Service or Use. No free service or use of the System, or service or use of the System at less than the reasonable cost and value thereof, shall be furnished by the System to any person, firm or corporation, public or private, or to any public agency or instrumentality, including the Issuer.

Section 11. Fixing and Revising Rates; Rate Covenant. The rates presently in effect in the City are estimated to be sufficient to provide for the payment of the expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the System in good repair and working order, to provide for the payment of the principal of and interest on the Series 2021 Bonds as the same become due and payable, and the maintenance of the reserve therefor and to provide for all other obligations, expenditures and funds for the System required by law and this Ordinance. In addition, the rates shall be set from time to time so that there shall be produced Net Revenues in an amount equal to 110% of the principal of and interest on the Series 2021 Bonds coming due in each fiscal year. The rates shall be reviewed not less than once a year and shall be fixed and revised from time to time as may be necessary to produce these amounts, and it is hereby covenanted and agreed to fix and maintain rates for services furnished by the System at all times sufficient to provide for the foregoing.

Section 12. Funds and Accounts; Flow of Funds; Bond Reserve Fund. The funds and accounts established by the Outstanding Ordinances are hereby continued, the flow of fund established by the Outstanding Ordinances is hereby continued, and the applicable sections of the Outstanding Ordinances relating to funds and accounts and flow of funds are incorporated herein by reference as if fully set forth.

The Reserve Account in the Bond and Interest Redemption Fund, as established by the Outstanding Ordinances shall be adjusted in such amounts, so that upon issuance of the Series 2021 Bonds, the Bond Reserve Account shall total a sum equal to the lesser of (a) the maximum annual principal and interest requirements on the Bonds outstanding after issuance of the additional Bonds, (b) 125% of the average annual debt service on the Bonds after issuance of the additional Bonds, or (c) an amount equal to 10% of the principal

amount of the Bonds. In the event that the amount in said Reserve Account is greater than such largest annual debt service requirement, such excess amount shall be transferred to the Bond and Interest Redemption Fund described herein. If it is necessary to increase the amount in the Bond Reserve Account, the City shall deposit a sum from the moneys on hand in the System or from proceeds of the Series 2021 Bonds prior to or concurrently with the delivery of the Series 2021 Bonds so that the Bond Reserve Account is fully funded as of the delivery of the Series 2021 Bonds.

Section 13. Bond Proceeds; Escrow Fund. First, from the proceeds of the sale of the Series 2021 Bonds there shall be immediately deposited in the Redemption Fund an amount equal to the accrued interest, if any, received on the delivery of the Series 2021 Bonds.

Second, certain of the proceeds of the Series 2021 Bonds and, if deemed necessary or advisable by the Issuer, moneys on hand in the Bond and Interest Redemption Fund and/or Bond Reserve Account for the Refunded Bonds, if any, shall be deposited in an escrow fund or funds (the "Escrow Fund") consisting of cash and investments in direct obligations of or obligations of the principal of and interest on which are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing not redeemable at the option of the Issuer in amounts fully sufficient to pay the principal, interest and redemption premiums on all of the Refunded Bonds, which are to be refunded hereunder and shall be used only for such purposes. The Escrow Fund shall be held by the Escrow Agent pursuant to an escrow agreement (the "Escrow Agreement") which shall irrevocably direct the Escrow Agent to take all necessary steps to pay the principal of and interest on the Refunded Bonds when due and to call the Refunded Bonds for redemption on the first call date, as specified by the Issuer. The amounts held in the Escrow Fund shall be such that the cash and investments and income received thereon will be sufficient without reinvestment to pay the principal, interest and redemption premiums on the Refunded Bonds when due at maturity or by call for redemption as required by the Sale Order. The remaining proceeds of the Series 2021 Bonds shall be used to pay the costs of issuance of the Series 2021 Bonds. Any proceeds in excess of the proceeds deposited in the Escrow Fund or required to pay costs of issuance shall be deposited in the Bond and Interest Redemption Fund and used to pay interest on the Series 2021 Bonds on the next available interest payment date. The Authorized Officers are each authorized to select and appoint an Escrow Agent, and negotiate and enter into an Escrow Agreement on behalf of the Issuer.

Section 14. Bond Form. The Series 2021 Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF EMMET

CITY OF PETOSKEY

**WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM
REVENUE REFUNDING BOND, SERIES 2021**

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
	February 1, ____	_____, 2021	

REGISTERED OWNER:

PRINCIPAL AMOUNT: DOLLARS

The City of Petoskey, County of Emmet, State of Michigan (the "Issuer"), for value received, hereby promises to pay, solely and only out of the hereinafter described Net Revenues of the Issuer's Water Supply and Sewage Disposal System (hereinafter defined) the Principal Amount shown above in lawful money of the United States of America to the Registered Owner shown above, or registered assigns, on the Maturity Date shown above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue shown above or such later date to which interest has been paid, until paid, at the Interest Rate per annum shown above, payable on _____ 1, 2021, and semiannually thereafter. Principal of this bond is payable upon surrender of this bond at the office of _____, _____, Michigan (the "Transfer Agent") or such other Transfer Agent as the Issuer may hereafter designate by notice mailed to the registered owner not less than 60 days prior to any interest payment date. Interest on this bond is payable by check or draft mailed by the Transfer Agent to the person or entity who is, as of the 15th day of the month preceding the interest payment date, the registered owner of record, at the registered address as shown on the registration books of the Issuer kept by the Transfer Agent. For prompt payment of principal and interest on this bond, the Issuer has irrevocably pledged the revenues of the Water Supply and Sewage Disposal System of the Issuer (the "System"), including all appurtenances, extensions and improvements thereto, after provision has been made for reasonable and necessary expenses of operation, maintenance and administration (the "Net Revenues"), and a statutory first lien thereon is hereby recognized and created.

This bond is one of a series of bonds of even Date of Original Issue aggregating the principal sum of \$_____, issued pursuant to Ordinances Nos. 650, 683 and ____ of the

Issuer, duly adopted by the City Council of the Issuer (the “Ordinances”), and under and in full compliance with the Constitution and statutes of the State of Michigan, including specifically Act 94, Public Acts of Michigan, 1933, as amended, for the purpose of paying the cost of refunding certain of the Issuer’s outstanding Water Supply and Sewage Disposal System Revenue and Revenue Refunding Bonds, Series 2011.

For a complete statement of the revenues from which and the conditions under which this bond is payable, a statement of the conditions under which additional bonds of equal standing as to the Net Revenues may hereafter be issued and the general covenants and provisions pursuant to which this bond is issued, reference is made to the above-described Ordinances. The bonds of this issue are of equal standing and priority of lien as to the Net Revenues with the Issuer’s Water Supply and Sewage Disposal System Revenue Bonds, Series 2017 (the “Outstanding Bonds”).

[Insert redemption provisions, if any.]

This bond is a self-liquidating bond and is not a general obligation of the Issuer and does not constitute an indebtedness of the Issuer within any constitutional, statutory or charter debt limitation of the Issuer but is payable solely and only, both as to principal and interest, from the Net Revenues of the System. The principal of and interest on this bond are secured by the statutory lien hereinbefore mentioned.

The Issuer has covenanted and agreed, and does hereby covenant and agree, to fix and maintain at all times while any bonds payable from the Net Revenues of the System shall be outstanding, such rates for service furnished by the System as shall be sufficient to provide for payment of the interest on and the principal of the bonds of this issue, the Outstanding Bonds and any additional bonds of equal standing as and when the same shall become due and payable, and to create and maintain a bond redemption fund (including a bond reserve account) therefor, to provide for the payment of expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the same in good repair and working order, and to provide for such other expenditures and funds for the System as are required by the Ordinances.

This bond is transferable only upon the books of the Issuer kept for that purpose at the office of the Transfer Agent by the registered owner hereof in person, or by the registered owner’s attorney duly authorized in writing, upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner’s attorney duly authorized in writing, and thereupon a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the Ordinances authorizing the bonds, and the Outstanding Bonds, and upon the payment of the charges, if any, therein prescribed.

It is hereby certified and recited that all acts, conditions and things required by law precedent to and in the issuance of this bond and the series of bonds of which this is one have been done and performed in regular and due time and form as required by law.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City of Petoskey, County of Emmet, State of Michigan, by its City Council, has caused this bond to be executed with the facsimile signatures of its Mayor and its City Clerk and a facsimile of its corporate seal to be printed on this bond, all as of the Date of Original Issue.

CITY OF PETOSKEY

By: _____
Mayor

(Seal)

Countersigned:

City Clerk

Certificate of Authentication

This bond is one of the bonds described in the within-mentioned Ordinances.

_____, Michigan
Transfer Agent

By: _____
Authorized Signatory

Date of Registration: _____

Section 15. Adjustment of Bond Terms. The Authorized Officers are each hereby authorized to adjust the final bond details as set forth herein to the extent necessary or convenient to complete the sale of the Series 2021 Bonds and in pursuance of the forgoing is each authorized to exercise the authority and make the determinations pursuant to Sections 7a(1)(c) of Act 94, including but not limited to determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, date of issuance, interest payment dates, redemption rights, designation as qualified tax-exempt obligations and other matters within the parameters established by this Ordinance.

Section 16. Authorization for Negotiated Sale. The City has considered the option of selling the Series 2021 Bonds through a competitive sale and a negotiated sale and determines that a negotiated sale of the Series 2021 Bonds will allow more flexibility in accessing the municipal bond market and to price and sell the Series 2021 Bonds at the time that is expected to best achieve the most advantageous interest rates and costs to the City, and will provide the City with greater flexibility in structuring bond maturities and adjust terms for the Series 2021 Bonds.

Section 17. Bond Purchase Agreement and Award. The Authorized Officers are each hereby authorized on behalf of the City to negotiate and execute a bond purchase agreement with the Underwriter, to execute a Sale Order evidencing the final terms for the Series 2021 Bonds, and to take all other necessary actions required to effectuate the sale, issuance and delivery of the Series 2021 Bonds within the parameters authorized in this Ordinance; *provided that* the principal amount of the Series 2021 Bonds shall not exceed the principal amount authorized in this Ordinance, the interest rate per annum on the Bonds shall not exceed 5.00%, the maximum Underwriter's discount on the Bonds shall not exceed 0.70% of the par amount of the Bonds, the Bonds shall be sold at a price not less than 98.00% of their par value, and the refunding of the Refunded Bonds shall result in present value savings to the City.

Section 18. Tax Covenant. The Issuer shall, to the extent permitted by law, take all actions within its control necessary to maintain the exclusion of the interest on the Series 2021 Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditures and investment of Series 2021 Bond proceeds and moneys deemed to be Series 2021 Bond proceeds.

Section 19. Continuing Disclosure. The City covenants to enter into a continuing disclosure undertaking for the benefit of the holders and beneficial owners of the Series 2021 Bonds in accordance with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission, and the Authorized Officers are each hereby authorized to execute such undertaking prior to delivery of the Series 2021 Bonds.

Section 20. Other Matters. The Authorized Officers are each authorized and directed to (a) approve the circulation of a preliminary official statement describing the Series 2021 Bonds and to deem the preliminary official statement "final" for purposes of Rule 15c2-12 of the SEC; (b) solicit bids for and approve the purchase of a municipal bond insurance policy for the Series 2021 Bonds; (c) apply for ratings on the Series 2021 Bonds;

(d) pay costs of issuance including but not limited to transfer agent fees, escrow agent fees, verification agent fees, municipal advisor fees, bond counsel fees, rating agency fees, costs of printing the Bonds and the preliminary and final official statements, publication costs, and any other costs necessary to accomplish sale and delivery of the Bonds; and (e) do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Series 2021 Bonds.

Section 21. Savings Clause. The Outstanding Ordinances shall continue in effect, except as specifically supplemented or altered herein.

Section 22. Severability; Paragraph Headings; and Conflict. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance. The paragraph headings in this Ordinance are furnished for convenience of reference only and shall not be considered to be part of this Ordinance.

Section 23. Publication and Recordation. This Ordinance shall be published in full in the *Petoskey News Review*, a newspaper of general circulation in the City, qualified under State law to publish legal notices, promptly after its adoption, and shall be recorded in the Ordinance Book of the Issuer and such recording authenticated by the signatures of the Mayor and City Clerk.

Section 24. Effective Date. Pursuant to the provisions of Section 6 of Act 94, this Ordinance shall be approved on the date of first reading and accordingly this Ordinance shall immediately be effective upon its adoption.

Adopted and signed this 7th day of December, 2020.

Signed: _____
Mayor

Signed: _____
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the City Council of the City of Petoskey, County of Emmet, Michigan, at a Regular Meeting held on the 7th day of December, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

I further certify that the following Members were present at said meeting: _____
and that the following Members were absent: _____.

I further certify that Member _____ moved adoption of said Ordinance, and that said motion was supported by Member _____.

I further certify that the following Members voted for adoption of said Ordinance: _____
and that the following Members voted against adoption of said Ordinance: _____.

I further certify that said Ordinance has been recorded in the Ordinance Book and that such recording has been authenticated by the signatures of the Mayor and City Clerk.

City Clerk

36905250.1/069535.00052



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 7, 2020

DATE PREPARED: December 1, 2020

AGENDA SUBJECT: Submission of a Grant through the Michigan Coastal Management Program for Solanus Mission Beach Improvements

RECOMMENDATION: That City Council consider adopting a resolution supporting the submission of a Michigan Coastal Management Program low cost construction grant for Solanus Mission Beach improvements

Background In 2019 the City was awarded a planning grant through the Coastal Management Program that assisted with covering the costs of a feasibility study, community engagement and other partner's services. City staff, along with Becket and Raeder have taken the results of the planning process and developed a plan for the implementation of a low impact project at Solanus Mission Beach. The plan includes an access from the Little Traverse Wheelway that leads to a ground level, universally accessible boardwalk made of environmentally friendly material. The shoreline will have native plantings natural to a beach environment. Additionally there will be interpretive signage that promotes the "living shoreline" design that will be demonstrated at Solanus Mission Beach.

The City's Capital Improvement Plan has earmarked \$500,000 from the Tax Increment Finance Authority fund for development of this project in 2022. Also, when the Parks and Recreation Master Plan was updated in 2018, water access was a top request from the community.

Public Input Session On October 12, 2020, the Parks and Recreation Commission held an advertised virtual public meeting to receive comment as required by grant guidelines. There were 24 attendees at the meeting, many whom expressed support in the plan. Furthermore, as the City went through the feasibility study process, there was overwhelming support for a low impact development to provide access to the water.

Parks and Recreation Recommendation The Parks and Recreation Commission, at its November 9, 2020 meeting, adopted a formal recommendation in support of the project and requested that City Council adopt a resolution in support of the submission of the grant application to Michigan Coastal Management Program in funding, commit to the necessary project match and authorize Robert Straebel, City Manager, or his designee as the City's representative for the project. Resolution enclosed.

Action That City Council consider a motion to adopt a prepared resolution endorsing the submission of the low cost construction grant application to the Michigan Coastal Management Program in the amount of \$225,000 commit to the project match not to exceed \$112,500 and authorize Robert Straebel, City Manager, or his designee to serve as the City's representative for this project.

kk
Enclosures



City of Petoskey

Resolution

WHEREAS, the City of Petoskey desires to improve Solanus Mission Beach area; and

WHEREAS, the undeveloped portion of Solanus Mission Beach is not accessible to the public and is in need of passive recreational opportunities; and

WHEREAS, the Solanus Mission Beach contributes to the goals and objectives identified in the 2018-2022 City of Petoskey's Parks and Recreation Master Plan, outlining the need and the desire to improve water accessibility; and

WHEREAS, funding is available from the U.S. Department of Commerce through the Coastal Management Program; and

WHEREAS, request that the City Council consider committing up to 50% local match, that being \$112,500, toward the low cost construction grant which is estimated at \$225,500; and

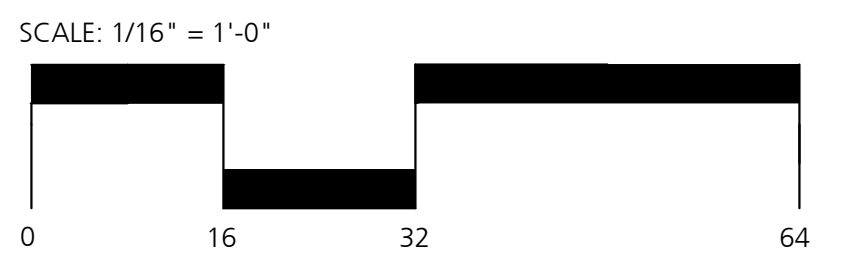
WHEREAS, the City of Petoskey Parks and Recreation Commission supports the submission of the grant through the Coastal Management Program to improve access to the Solanus Mission Beach area and commit to undertake this project, if funded, and commit to the project match and authorize Robert Straebel, City Manager, or his designee to serve as the City's representative for this project:

NOW, THEREFORE, BE IT RESOLVED, that the City of Petoskey City Council authorizes Robert Straebel, City Manager, or his designee to serve as the City's representative for this project, authorize the submission of the application and request that Coastal Management grant program consider approval for low cost construction of Solanus Mission Beach improvement project and provide grant funding in the amount of \$225,000 of which 50% will be from the City of Petoskey and 50% from the Coastal Management Program.

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City Council of the City of Petoskey on the 7th day of December, 2020, and of the whole thereof.

In witness whereof, I have hereunto set my hand and affixed the corporate seal of said City of Petoskey this ____ day of _____, 2020.

Alan Terry, City Clerk





City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 7, 2020

PREPARED: December 3, 2020

AGENDA SUBJECT: City Council 2021 Meeting Schedule Resolution

RECOMMENDATION: That the City Council adopt this proposed resolution

Requirement Several times each year, the City Council has cancelled and/or rescheduled routine first and third meetings of the month to avoid conflicts with various holidays. Enclosed is a proposed resolution that would set the 2021 regular meeting schedule of the City Council. The proposed resolution would avoid the necessity for cancellations or rescheduled meetings and also serve to make the public aware well in advance of meeting dates.

Due to the ongoing COVID-19 pandemic, staff has included language that may affect in-person and remote meetings based on statutes/orders by the State Legislature, the Governor and/or the Health Department. According to SB 1108 and PA 228 of 2020, elected officials and members of public bodies will be required to attend public meetings in-person beginning January 1, 2021 to comply with the Open Meetings Act unless the State Legislature, the Governor and/or the Health Department issues new and/or amended statutes/orders or a member qualifies to attend a remote meeting as outlined in SB 1108. Also included is a revised City Council Virtual Meetings General Information Policy including changes effective January 1, 2021.

Action In years past, conflicted meeting dates have been canceled completely or have been rescheduled as is proposed in the enclosed resolution that lists specific meeting dates for 2021 City Council meetings. The City Council will be asked to adopt this proposed resolution, although the City Council might wish to schedule its meetings differently than the resolution has provided (the City staff has no preference).

sb
Enclosures



City of Petoskey

Resolution

WHEREAS, Section 4.4 of the City Charter governing City Council meetings requires the City Council to meet regularly, preferably in the City Council Chambers in the City Hall, on the first and third Mondays of each month; and

WHEREAS, the State Legislature, the Governor and/or Health Department may disseminate statutes/orders affecting in-person and remote meetings based on the current COVID-19 pandemic; and

WHEREAS, pursuant to PA 228 of 2020, new regulations regarding public meetings will commence starting January 1, 2021 requiring revisions to the City Council Virtual Meetings General Information Policy; and

WHEREAS, due to the holidays certain scheduling conflicts preclude the City Council from holding meetings on the first and third Mondays of each month; and

WHEREAS, the City Council desires to establish a regular meeting schedule in accordance with the requirements of Section 4.4 of the City Charter for the 2021 calendar year:

NOW, THEREFORE, BE IT RESOLVED that the City Council adopt the revised City Council Virtual Meetings General Information Policy and shall hold its regular meetings in the City Council Chambers in the City Hall on the following dates in 2021:

Monday, January 4
Monday, January 18
Monday, February 1
Monday, February 15
Monday, March 1
Monday, March 15
Monday, April 5 (No Meeting)
Monday, April 19
Monday, May 3
Monday, May 17
Monday, June 7
Monday, June 21
Monday, July 5 (No Meeting)
Monday, July 19
Monday, August 2
Monday, August 16
Monday, September 6 (No Meeting)
Monday, September 20
Monday, October 4
Monday, October 18
Monday, November 1
Monday, November 15
Monday, December 6
Monday, December 20



City of Petoskey

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

City Council Virtual Meetings General Information

Quick Highlights for Viewing and Participating in Virtual Meetings:

- Meeting will be conducted via audio or video conferencing through Zoom platform
- Anyone wishing to give public comment will need to connect via audio or video and wait in a “virtual waiting room” where their microphones will be muted until they are called upon
- Dial: 888-788-0099
- Meeting ID: Will be provided for each scheduled meeting
- Participant ID: Will be provided for each scheduled meeting (just type the number)

City Council meetings and other City Board and Commission meetings will be conducted remotely. Meetings will not be held at City Hall or be open to the public. Instead, they will be conducted “virtually.”

Individuals with disabilities may participate in the meeting by connecting via audio or video by calling-in to the number as though they were going to be giving public comment as outlined below or by calling the TDD#.

Members of the City Council may be contacted via email as follows:

Mayor John Murphy: jmurphy@petoskey.us or 231-330-1352

First Ward Councilmember/Mayor Pro Tem Kate Marshall: kmarshall@petoskey.us or 231-347-0587

Second Ward Councilmember Derek Shiels: dshiels@petoskey.us or 616-970-5382

Third Ward Councilmember Brian Wagner: bwagner@petoskey.us or 269-806-4566

Fourth Ward Councilmember Lindsey Walker: lwalker@petoskey.us or 231-881-4123

For members of the City Council and key City staff, their name will appear on screen when they are speaking. For individuals who may wish to give public comment, the method for providing public comment during these remote-participation meetings is to call 888-788-0099 and/or login with Zoom link and enter the meeting ID and Participant ID. Instructions will be included in every official published agenda of the City Council and other Boards and Commissions.

Members of the public, whether or not they are joining the electronic public meeting, may submit written comments and questions regarding any matter, including items of business that will come before the City Council. Written comments and questions may be submitted at any time to City staff or City Council. Those submitted prior to 12:00 noon on the Thursday before the Monday meeting will be copied and included in the agenda packet. Those submitted subsequent to 12:00 noon on the Thursday before the Monday meeting, but prior to the citizen comments portion of the agenda will be read aloud during the public comment portion of the agenda. The City reserves the right to summarize long written comments and questions rather than reading them aloud but will provide City Council members the full text of these comments subsequent to the meeting. To be considered for inclusion in the agenda packet or to be read aloud during the meeting, public comments and questions must include the name and home address of the person submitting them and must not include language that would be considered vulgar or be interpreted as hate speech or fighting words. The comments and questions should also indicate the date of the electronic public meeting for which they are being submitted. Public comments received collectively by City Council via email will be acknowledged as received, but will not be addressed and deliberated via email. Written comments and questions should be submitted to citymanager@petoskey.us or to City Council.

City Council will accept public comment in the order calls are received. The caller will be identified by the last four digits of their telephone number and asked if they would like to make a comment. If participating by calling in and would like to make a public comment, press *9 during the meeting.

Meeting informational packet is available on the City of Petoskey's website at www.petoskey.us. The City of Petoskey does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the City at the earliest opportunity by emailing aterry@petoskey.us or by calling 231-347-2500.

Effective January 1, 2021 this section is adopted pursuant to PA 228 of 2020.

- All deliberations and decisions of a public body must be made at a meeting open to the public.
- Members of the legislative (or other) City body may only participate in virtual remote public meetings if the member is absent due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.
- Members attending remotely who are compliant with these procedures and with the Open Meetings Act are to be considered present and in attendance at the meeting for all purposes.
- Each member of the legislative (or other) City body must, at the outset of each meeting, verbally certify that they are attending remotely and must declare their physical location (City & State/Country).
- The presider of the meeting must state clearly, for the record, the reason some or all members may be participating in the meeting remotely.
- Meetings to be held with some or all members participating remotely by electronic means shall be so noticed a minimum of 18 hours in advance of the meeting on City website in location immediately accessible to all members of the public.
- Each member of the legislative (or other) City body must consent to having their email address and/or phone number displayed on the City web site so that interested members of the public may communicate with them regarding agenda items to be covered at the meeting.
- Any member of the public may attend any electronic meeting by logging into Zoom or other live streaming platform and all members of the public shall be afforded ample opportunity to comment, verbally or in writing, during the meeting. Members of the public shall state or write their name and address in order to address the public body.
- A person shall not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

Virtual Meeting Instructions

A. Virtual Meeting Overview

1. Council members will participate via audio and/or video sharing through Zoom.
2. If desired, other participants can listen and participate during Public Comments. For public participation, Zoom meeting sign up information will be included on first page of City Council agenda. Information can be accessed through the City's website (www.petoskey.us) under Government/City Council/Agendas and Minutes.
3. Agenda and meeting flow – City Council and Staff will do their best to follow standard meeting agenda and protocols.
4. Zoom meeting details
 - a. Participation limited to 500 people
 - b. Zoom meetings will be recorded and saved
 - c. Muted Audio default for all participants

B. Before the Start of the Meeting

1. Zoom virtual meeting sign in will start 20 minutes before meeting start time.
2. Participants will be placed in a virtual waiting room until Host starts the meeting and admits participants into meeting.
3. Video/Audio Settings
 - a. Councilmembers, City Clerk, and City Manager will be unmuted immediately by Host upon joining the meeting.
 - b. Meeting attendees will have their video turned off so faces will not be seen.
 - c. The Host is the only person able to unmute meeting participants.
 - d. **Please note**... participants can mute themselves, however, they will NOT be able to unmute themselves. If you mute yourself in Zoom, use the Chat window to notify meeting Host you need to be unmuted.
4. Co-host Zoom role – If necessary the Mayor can designate a co-host.

C. Start of the Meeting

1. Host will display the meeting agenda.
2. Mayor will start meeting and City Clerk will call roll followed by Pledge of Allegiance with City Hall flag displayed on screen.
3. Mayor will remind guests the meeting is being recorded, public participants have been muted and anyone interested in speaking during public comments can enter a "Raised Hand" through the Zoom platform or if by phone pressing *9.
4. Host will track anyone who would like to speak during public comments.

D. Meeting Agenda

1. Will follow standard meeting agenda procedures.
2. Councilmembers may make comments and ask questions during presentations. Public may comment at the appropriate time, but will remain muted until asked to speak.
3. Roll Call Voting – The Mayor will call for a motion, a second, discussion, and then he will ask the Clerk to do the roll call vote.

E. Public Comments

1. Mayor will announce public comment sections.
2. Mayor will ask Host to announce each person who wishes to speak.
3. Mayor will greet each person, ask them to state their first and last name, home address and limit comments to 3 minutes and that the meeting is recorded.
4. Host will unmute the person.
5. When comments have concluded, Host will mute participant.

NOTE: Steps 2-5 will be repeated until all public comments have been heard.

F. After the Meeting Adjourns

1. Host will save audio, video and chat history and stop meeting recording.
2. Host will save meeting recording.