Agenda

CITY COUNCIL

October 18, 2021

- 1. Call to Order 7:00 P.M. City Council Chambers
- 2. Recitation Pledge of Allegiance to the Flag of the United States of America
- 3. Roll Call
- 4. Public Hearing Receipt of comments concerning programs and services as proposed by the City's Downtown Management Board for 2022 and recommended for financing by use of the special-assessment method at a 2% rate increase compared to the 2021 formula
- Consent Agenda Adoption of a proposed resolution that would confirm approval of the following:
 - (a) September 27, 2021 special session, October 4, 2021 regular session and October 6, 2021 special session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since October 4, 2021
- Miscellaneous Public Comments
- 7. City Manager Updates
- 8. Old Business
 - (a) Adoption of a proposed resolution that would approve programs and services, establish an assessment district and direct that an assessment roll be prepared for subsequent review by the City Council
 - (b) Discussion on draft Economic Development Incentive Policy
- 9. New Business
 - (a) Discussion and possible approval of recruitment proposal for the vacant City Manager position
 - (b) Discussion regarding continuation of City meetings via the Zoom platform
 - (c) Discussion and possible approval of Interim City Manager wage request
- 10. City Council Comments
- 11. Adjournment

You may join the meeting remotely

Join Zoom Meeting: https://us02web.zoom.us/j/87848323857

Dial by Phone: 888-788-0099 US Toll-free

Meeting ID: 878 4832 3857

Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the City Clerk at the earliest opportunity by emailing aterry@petoskey.us or by calling 231-347-2500 to request assistance.

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.



Agenda Memo

BOARD: City Council

MEETING DATE: October 18, 2021 DATE PREPARED: October 13, 2021

AGENDA SUBJECT: Special-Assessment Public Hearing and Resolution

RECOMMENDATION: That the City Council conduct this scheduled public hearing and

consider adopting a resolution as required by City Code provisions

<u>Background</u> On October 4, City Council adopted a resolution at the request of the City's Downtown Management Board that the City Council again arrange for financing of downtown-area programs and services for 2022. The City Council, by adoption of the resolution, determined that such programs and services should be financed by the levying of a single special assessment, designated the Board's territory as the proposed assessment district, approved a square-footage assessment formula at a 2% rate increase compared to the 2021 formula, and scheduled an October 18 public hearing to receive comments concerning these recommended programs and services. Public-hearing notices were mailed on October 5. The proposed special assessment would provide \$105,700 in revenues. Total budgeted revenues for the Downtown Management Fund in 2022 are \$156,600.

<u>Proposal</u> The Downtown Management Board is requesting that the City Council levy special assessments on behalf of the Downtown Management Board totaling \$105,700. For 2022, the Downtown Management Board proposes to sponsor or support 17 events including expenses for a tent and sound system at \$78,200; marketing and promotions which includes the image campaign at \$51,300; continue with beautification activities that would include purchases of tree-well flowers and fall and holiday decorations at \$23,500; cover other administrative costs and capital outlay for \$300; and economic-enhancement activities including business recruitment and retention of \$2,000 for a total of \$155,300.

Correspondence No comments or correspondence has been received.

Action If, after conducting the October 18 public hearing, the City Council elects to approve these recommended proposed downtown-area programs and services for financing through a special-assessment levy at an increased rate compared to the 2021 formula, the City Council then would be asked to adopt the enclosed proposed resolution. The resolution would approve the proposed programs and services for 2022, establish the assessment district, and direct the City staff to prepare a special-assessment roll for presentation to the City Council on November 1. A second public hearing then could be scheduled for November 15 to receive comments concerning proposed special assessments. Revenues and expenditures associated with this program again would be included within the City's Downtown Development and Management Fund as part of the City's 2022 Annual Budget.



Resolution

WHEREAS, at its meeting of October 4, 2021, the City Council reviewed a report by the City Manager dated September 28, 2021, as required of City Code provisions, that listed proposed programs and services to be provided to property owners and tenants within the Downtown Management Board's territory during 2022 and a proposed roll of special assessments to be spread against properties within the Management Board's district at a 2% rate increase compared to the 2021 formula, as a means of financing such proposed programs and services; and

WHEREAS, following its review of that September 28 report, the City Council scheduled a public hearing for 7:00 P.M., Monday, October 18, 2021, as required of City Code provisions, to receive comments concerning proposed Downtown Management Board programs and services; and

WHEREAS, the City Council now has conducted this October 18 public hearing to receive comments concerning proposed programs and services as recommended by the Downtown Management Board:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby approves proposed programs and services as recommended by the Downtown Management Board and costs as estimated by the Management Board to be assessed eligible property owners within the boundaries of the proposed assessment district at a 2% rate increase compared to the 2021 formula that are coterminous to those of the Management Board's territory; and

BE IT FURTHER RESOLVED that the City staff be and is hereby directed to prepare a special-assessment roll in accordance with the City Council's determination and to provide such a roll with the recommended formula rate for the City Council's review at its regular meeting of November 1, 2021.

City of Petoskey **Downtown Management Fund**

2022 Budget

	12/31/2020	12/31/2021		2022
	Prior Year	Original	Estimated	Proposed
Account Description	Actual	Budget	Total	Budget
				_
Revenues				
Operating Revenue				
Penalties & Interest	2,310	3,000	6,500	2,000
Special Assessments	103,379	103,600	103,600	105,700
Gallery Walk	1,500	3,500	-	3,000
Holiday Parade Sponsors	4,075	7,000	5,000	5,000
Petoskey Rocks! Sponsors	1,000	3,200	-	-
Shop Map Ads	8,500	12,000	12,000	12,000
Direct Piece Mail	875	-		-
Trolley - Ads & Sponsorship	-	8,000	-	5,000
Winter Carnival income/sponsors	6,521	6,800	2,300	2,500
Other/New Activities	8,750	-		-
Downtown Trick or Treat	-	1,400	200	200
Friday the 13 - Ghost Walks	300	1,000	-	500
Summer Open House	-	2,300	-	1,000
Holiday Catalog	1,400	7,300	7,200	7,500
Presenting Sponsors	5,000	25,000	-	10,000
Friday Night at the Movies - New	, -	1,200	-	1,200
Nonoperating Revenue				
Interest Income	1,062	1,000	100	1,000
Total Revenues	144,673	186,300	136,900	156,600
		,	,	
EXPENDITURES				
Programs & Service - DMB Events				
Back to Bricks	-	-	-	2,000
Holiday Parade	162	7,000	7,000	7,000
Christmas Open House	555	2,000	2,000	2,000
Gallery Walk	-	3,000	-	3,000
Sidewalk Sale	-	7,000	5,000	5,000
Petoskey Rocks! /live summer celebration	-	20,000	5,000	10,000
Dt Trick Or Treat	238	7,000	2,000	2,000
Winter Carnival	13,696	11,400	8,900	15,000
Ladies Opening Night	-	5,000	6,000	6,000
Summer Open House	1,000	12,000	-	12,000
May Getaway	-	5,000	-	6,000
Friday Night at the Movies - New	-	2,000	-	2,000
New Events	-	-	-	-

Tent/Sound System	_	4,000	-	1,000
- -	15,651	85,400	35,900	73,000
Programs & Sarvice - Collaborating Events				
Programs & Service - Collaborating Events Concerts In The Park	2,000	2,500	2,500	2,500
Fourth Of July	2,000	1,000	1,000	1,000
Santa's Visit	28	200	200	200
Restaurant Week New	-	500	-	500
Farmers Market	1,000	1,000	1,000	1,000
- amere warket	3,028	5,200	4,700	5,200
	-,	-,		
Total Programs & Services - Events	18,679	90,600	40,600	78,200
Economic Enhancement				
Business Recruitment	-	500	200	1,000
Business Retention	203	1,000	500	1,000
<u>-</u>	203	1,500	700	2,000
Marketing & Promotions				
Contracted Services	139	_		_
Image Campaign	25,549	31,000	10,000	25,000
Shop Map	6,916	9,000	7,200	7,500
Ghost Walk	-	300	-	300
New Marketing Activities/DT Social	_	1,500	1,500	1,500
Staycation	-	5,000	5,000	5,000
Holiday Catalog	6,238	11,000	11,000	12,000
	38,843	57,800	34,700	51,300
B				
Beautification	7.000	0.000	0.000	40.000
Flowers	7,096	9,000	9,000	10,000
Materials & Supplies Fall Decorations	433 740	- 500	2,000	2,000
Holiday Decorations	11,692	11,500	11,500	11,500
Tioliday Decorations	19,962	21,000	22,500	23,500
-	13,302	21,000	22,300	20,000
Administration:				
Insurance & Bonds	-	200	200	200
Other Expense	8,536	100	100	100
Capital Outlay	3,408	15,000	30,000	-
Total	11,944	15,300	30,300	300
Total Expenditures	89,630	186,200	128,800	155,300
Excess of Revenues Over Expenditures	55,042	100	8,100	1,300



Agenda Memo

BOARD: City Council

MEETING DATE: October 18, 2021 PREPARED: October 14, 2021

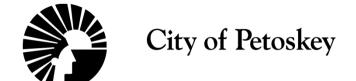
AGENDA SUBJECT: Consent Agenda Resolution

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 September 27, 2021 special session, October 4, 2021 regular session and October 6, 2021 special session City Council meetings; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since October 4, 2021 for contract and vendor claims at \$484,063.03, intergovernmental claims at \$0, and the September 30 and October 14 payrolls at \$454,405.63 for a total of \$938,468.66.

sb Enclosures



Minutes

CITY COUNCIL

September 27, 2021

A special meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, September 27, 2021. This meeting was called to order at 5:00 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 Derek Shiels, City Councilmember Brian Wagner, City Councilmember Lindsey Walker, City Councilmember

Absent: None

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

Discuss Finance Director, Clerk-Treasurer Position

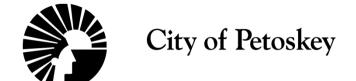
The City Manager reviewed that City staff undertook a recruitment process for the combined position of Clerk-Treasurer receiving 15 applications and holding four interviews and the interview committee unanimously felt that all four candidates did not have the experience and skill sets to be a successful Clerk-Treasurer; the topic of separating the positions or having one combined position was discussed at an August 23 special meeting and City Council voted to seek proposals and hire a recruitment firm; that he recently discussed with GovHR representative Maureen Barry who is heading up the recruitment process who voiced concerns over the inclusion of clerk duties, including oversight of elections, within the job description; that she feels it will be very difficult to recruit qualified candidates; reviewed clerk duties included in the job description such as overseeing the election process, FOIA coordinator and shall be the clerk of the City Council; that if desired by City Council, the clerk duties could be incorporated into Sarah Bek's, Executive Assistant, job description allowing for recruitment of a Finance Director position without clerk responsibilities; that inclusion of clerk duties in a Finance Director is an abnormality when it comes to municipal organizational structure; reviewed a recent survey of comparable municipalities in northern Michigan and 15 of 16 communities separate the positions of Clerk and Treasurer/Director of Finance; and that it is strongly recommended that City Council follow the recommendation of Ms. Barry and the City Manager and separate the two positions of Clerk and Finance Director.

Ms. Barry gave a brief presentation on Director of Finance position and expressed concerns with clerk position and responsibilities within the job description, that the Finance Director position is one of, if not the most, challenging positions to recruit right now, but that GovHR will do everything to help conduct a successful recruitment and find a candidate that fulfills the City's expectations.

City Councilmembers discussed the position; the hiring process; recruiter's concerns with advertising position and separating duties; and Council's desire to advertise the position as is.

City Councilmembers concurred to leave the combined Clerk-Treasurer position as is.

There being no further business to come before the City Council, this September 27, 2021, meeting of the City Council adjourned at 6:00 P.M.



Minutes

CITY COUNCIL

October 4, 2021

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, October 4, 2021. 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 Derek Shiels, 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 Planner Amy Tweeten, Public Safety Director Matt Breed, Downtown Director Becky Goodman and Executive Assistant Sarah Bek.

Mayor Murphy presented Alan Terry, Director of Finance, Clerk-Treasurer, with a plaque acknowledging appreciation for the 28 years of service to the City and wished him well on his retirement.

Hear United Way Asset Limited, Income Constrained, Employed (ALICE) Report

Rebeca Otto, United Way Community Impact Director, gave a brief presentation on the 2021 Asset Limited, Income Constrained, Employed (ALICE) Report. Ms. Otto reviewed that ALICE has no safety net in times of crises, income falls short of essentials and is the working poor; that 38% of Michiganders live below the ALICE threshold; reviewed statistics of Char-Em households and 36.4% or 9,463 are below ALICE threshold; that individuals can give, advocate and volunteer to help United Way continue resources for those in need; and that 2-1-1 is an available resource to get connected and for those in need of help.

City Councilmembers inquired if code enforcement issues help or hurt those individuals in need; questioned what is considered affordable housing; requested more information on local data; and that the report provided good information and a snapshot of ALICE and that the Emmet County Helping Hands group on Facebook is a good resource for individuals.

Ms. Otto responded that code enforcement issues do not take into account individuals' needs or provide other resources, so 2-1-1 is the best resource and that there is a chart online that shows affordable housing statistics.

Consent Agenda - Resolution No. 19587

Following introduction of the consent agenda for this meeting of October 4, 2021, City Councilmember Wagner 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 September 20, 2021 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 September 20, 2021 for contract and vendor claims at \$1,077,482.50, intergovernmental claims at \$293,252.79, and the September 16 payroll at \$231,481.56, for a total of \$1,602,216.85 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

AYES: Marshall, Shiels, 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 reviewed that staff has been working with Verizon Wireless representatives regarding the installation of six 4G small cell pole installations within the community with proposed locations including Hill Street near the Petoskey High School campus, Howard Street near North Central Michigan College, Lafayette Avenue near West Traverse and Lafayette Apartments, Michigan Street area and East Lake Street near the Central Business District and Bayfront Drive near Ed White Field; that a special joint City Council and Planning Commission meeting is scheduled for 5:30 P.M., November 8 with a light dinner and discussion will be centered around affordable/workforce housing issues and potential regulations the Planning Commission is currently discussing; that the State Tax Commission approved Howard Property Partner's OPRA application for a tax abatement at 316 and 318 East Lake Street which is contingent upon the project receiving a Community Revitalization Program grant from MEDC which should be decided upon in early 2022; that the Finance Director recruitment with GovHR started October 1 with resumes due by November 12 with first interviews tentatively scheduled for early to mid-December; that staff met last week to discuss the draft 2022 Budget focusing on balancing revenues and expenditures and with several cuts and slightly raising some rates and charges a balanced budget will be discussed at the November 1 meeting; that Councilmember Shiels completed a form to potentially partner with University of Michigan graduate students to explore sustainable approaches to deer management in the City with costs to the City not to exceed \$1,000; and that Greenwood Road reconstruction is complete and construction crews anticipate opening the roadway on Wednesday.

City Councilmembers discussed the process of who should initiate potential applications for various projects such as the deer management survey and concurred that City staff take over project process; inquired on Verizon cell pole installations and if there were any public engagements on where installations could occur; if there were any poles currently installed in proposed locations; inquired why the tax abatement policy was not included for discussion on the agenda and if the policy will be discussed at the joint meeting; and asked who reviewed the Finance Director position announcement.

The City Manager responded that no cell poles have been installed, but Verizon representatives anticipate installation in Spring of 2022; that the tax abatement policy discussion was postponed since the agenda was quite lengthy; and he and the Executive Assistant reviewed Finance Director position announcement.

Mayor Murphy asked for public comment and heard an inquiry on public input and the lack thereof regarding Verizon Wireless cell pole locations.

Adopt Ordinance 781 Rezoning Properties to C - College District - Resolution No. 19588

The City Planner reviewed that after the creation of the C-College District was approved by City Council on August 2, the Planning Commission held a hearing to rezone the college-owned property south of Atkins Street to the new district at its August 19 meeting; that the Commission determined that the rezoning request was consistent with the future land use map and the goals and strategies of the Livable Petoskey Master Plan; that the Commission also determined that the proposed Master Site Facilities Plan, based on the 2019-2024 North Central Michigan College Master Plan, met the requirements of Section 3306 of the C-College District; and that this was the second discussion of the ordinance to rezone college property to C-College District from R-1 Single Family District.

City Councilmembers commented that at the MML Convention a vast majority of topics included that residents do not feel heard and seen on community matters; heard from those that hope the College takes into account residents' issues like motorist headlights due to relocating entrances/exits; heard from those supportive of the rezoning; and that City staff will provide better public engagement moving forward.

Mayor Murphy asked for public comments and heard from those questioning the 60' building height vs. 45' from street grade; heard from residents that felt left out of the process; questions regarding the current parking lot; inquiries if driveways were going to be moved and if berms could be used; that residents need better notification; and that other college campuses are located miles from residences and only eight homes are affected by this project.

Paul Leblanc, North Central Michigan College representative, commented on the parking lot and that there will be some grade change which could require excavation depending on building height and that the college will look at driveway placement.

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

ORDINANCE NO. 781

AN ORDINANCE TO AMEND THE ZONING DISTRICT MAP OF THE CITY OF PETOSKEY AS SET FORTH IN ORDINANCE NO. 451, THE ZONING ORDINANCE OF THE CITY OF PETOSKEY TO RE-ZONE SPECIFIC PROPERTIES FROM THE R-1 SINGLE FAMILY DISTRICT TO THE C- COLLEGE DISTRICT.

WHEREAS, a request to rezone 1515 Howard Street from R-1 Single Family to C-College District was made on June 3, 2021 by North Central Michigan College; and

WHEREAS, the subject properties are located on the southeast end of the City of Petoskey and hold community college facilities including classrooms, administrative offices, utility facilities, parking lots, a sculpture gallery, a community gymnasium, dormitories, cafeteria facilities, and a 195 acre natural area; and

WHEREAS, the subject property is currently within the R-1 Single Family District as a special condition use; and

WHEREAS, North Central Michigan College is required by the State of Michigan to adopt a five-year master plan that was last updated in 2019; and

WHEREAS, the City of Petoskey has been working with the College for several years on the extension of the internal ring road and the Planning Commission approved a design for the road to become a publicly dedicated street on March 18, 2021; and

WHEREAS, during the roadway discussion it was suggested that a new zoning district for the College that reflected the overall master plan would be appropriate; and

WHEREAS, the Planning Commission and College worked to draft district language that balances the needs of the community with future college expansion; and

WHEREAS, the new C College zoning district was adopted by City Council at its August 2nd, 2021 meeting; and

WHEREAS, the Planning Commission held a public hearing on the request to rezone the property from R-1 Single Family to C- College on August 19, 2021; and

WHEREAS, the Planning Commission made the determination that the rezoning of the subject property from R-1 Single Family to C- College District is consistent with the City Master Plan, Future Land Use Map and Zoning Plan, that the uses and development standards are compatible with surrounding uses, that the site is of sufficient size to accommodate the proposed uses, and that the rezoning will not adversely affect surrounding properties and recommended the rezoning to City Council on a 9-0 vote.

NOW THEREFORE, the City of Petoskey ordains:

1. The property known as 1515 Howard Street, specifically:

Parcel ID 52-19-08-100-016

COM AT PT ON SEC LN 653 FT M/L E OF SEC COR COM TO SEC'S 5 & 8 & SD PT BEING C/L OF WAUKAZOO AVE PRODUCED S, TH E ALG SD SEC LN 522.7 FT. TH S 250 FT, TH W PAR TO SEC LN 522.7 FT, TH N 250 FT TO BEG. COM AT NW COR OF SEC 8, TH E 33 FT TO POB. TH E 620 FT, S 250 FT, E 522.7 FT, N 250 FT, E 1431 FT TO N LN OF KALAMAZOO AVE, TH S 1320 FT, W 1287 FT, N 16.5 FT, W 1089 FT, TH NW'LY TO SD SEC LN, TH N 279 FT, S88°9'E 314.3 FT, TH N0°41'E 394.4 FT, TH N83°14'W 321.3 FT TO HOWARD ST, TH N 319 FT TO POB. ALSO COM AT SW COR OF NW 1/4 OF NW 1/4, TH E 82 RDS, N 1 RD, W 66 RDS, NW'LY TO SEC LN AT PT 21 RDS N OF POB, TH S ALG SEC LN 21 RDS TO POB. EXC COM 744.70 FT S OF NW COR OF SEC FOR POB, TH E 920 FT, S 352 FT, W 280.15 FT, N32°W 162 FT, N80°W 197 FT, W 360 FT, N 182 FT TO POB. EXC THAT PT OF THE ATKINS RD EXT DESC AS: PT OF SW 1/4 OF SECTION 5 & PT OF NW 1/4 OF SECTION 8; COM AT NW COR SEC 8, TH ALG N LN OF SD SEC 8 S89°57'00"E 33.01 FT TO E'LY LN OF HOWARD ST & POB, TH ALG SD LN N00°13'45"W 44 FT, TH S89°57'00"E 1285.94 FT, TH S15°57'57"E 2.68 FT, TH 84.13 FT ALG CURVE L, RAD 217 FT, DELTA 22°12'45", CHD N62°55'41"E 83.60 FT, TH N51°49'19"E 14.88 FT, TH 51 FT ALG CURVE R, RAD 283 FT, DELTA 10°19'29", CHD N56°59'03"E 50.93 FT, TH N27°51'12"W 11 FT, TH 333.28 FT ALG CURVE TO R, RAD 294 FT, DELTA 64°57'02", CHD S85'22'41"E 315.72 FT, TH S52°54'10"E 369.08 FT, TH 156.16 FT ALG CURVE L, RAD 206 FT, DELTA 43°26'04", CHD S74°37'12"E 152.45 FT, TH N06°20'14"W 39 FT, TH 79.75 FT ALG CURVE L, RAD 167 FT, DELTA 27°21'46", CHD N69°58'53"E 79 FT, TH S33°42'01"E 39 FT, TH 16.20 FT ALG CURVE L, RAD 206 FT, DELTA 04°30'25", CHD N54°02'47"E 16.20 FT, TH N51°47'35"E 160.77 FT, TH 187.19 FT ALG CURVE R, RAD 295.18 FT, DELTA 36°20'02", CHD N70°00'43"E 184.07 FT, TH S89°57'00"E 1.38 FT TO W'LY R/O/W OF KALAMAZOO ST, TH ALG SD W'LY R/O/W S00°07'10"W 44 FT TO SD N LN OF SEC 8, TH CONT ALG SD R/O/W S00°15'51"E 44 FT, TH 130.08 FT ALG CURVE L, RAD 207.18 FT, DELTA 35°58'18", CHD S69°49'51"W 127.95 FT, TH S51°47'35"W 155.36 FT, TH S38°12'25"E 44 FT, TH S51°47'35'W 5.34 FT, TH 40.11 FT ALG CURVE R, RAD 338 FT, DELTA 06°47'55", CHD S55°11'32"W 40.08 FT, TH N31°24'30"W 44 FT, TH 351.52 FT ALG CURVE R, RAD 294 FT, DELTA 68°30'20", CHD N87°09'20"W 330.95 FT, TH N52°54'10"W 369.08 FT, TH 233.52 FT ALG CURVE L, RAD 206 FT, DELTA 64°57'02", CHD N85°22'41"W 221.22 FT, TH N27°51'12"W 11 FT, TH 39.10 FT ALG CURVE L, RAD 217 FT, DELTA 10°19'29", CHD S56°59'03"W 39.05 FT, TH S51°49'19"W 14.88 FT, TH 109.71 FT ALG CURVE R, RAD 283 FT, DELTA 22°12'45", CHD S62°55'41"W 109.03 FT, TH S15°57'57"E 11 FT, TH 82.18 FT ALG CURVE R, RAD 294 FT, DELTA 16°00'57", CHD S82°02'32"W 81.91 FT, TH N89°57'00"W 539.06 FT, TH 93.61 FT ALG CURVE R, RAD 363.13 FT, DELTA 14°46'09", CHD S82°39'50"W 93.35 FT, TH N89°57'00"W 594.69 FT TO E'LY R/O/W OF HOWARD ST N00°13'45"W 56 FT TO POB. ALSO EXC COM AT N ¼ COR OF SD SEC, TH N89°14'57"W 1208.89 FT ALG N LN OF SD SEC TO POB, TH N89°14'57"W 100 FT ALG N LN OF SD SEC, TH S00°45'03"W 664.93 FT, TH N81°17'34"W 262.68 FT, TH S09°49'34"W 333.18 FT, TH S81°17'34"E 416.72 FT, TH N00°45'03"E 1015.26 FT TO POB. EXCEPTING THAT PORTION NORTH OF THE ATKINS STREET RIGHT-OF-WAY. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-003

COM AT NW COR SEC 8 S ON SEC LN 316.2', TH S83*14'E 33.2' TO POB TH S83*14'E 321.3', TH S0*41'W 394.4', TH N88*09'W 314.3' TO E LN OF HOWARD ST., TH ALG SD LN 422.2' TO POB. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-017

T OF NW ¼ OF SECTION 8, COM AT N ¼ COR OF SD SEC, TH N89°14'57"W 1208.89 FT ALG N LN OF SD SEC TO POB, TH N89°14'57"W 100 FT ALG N LN OF SD SEC, TH S00°45'03"W 664.93 FT, TH N81°17'34"W 262.68 FT, TH S09°49'34"W 333.18 FT, TH S81°17'34"E 416.72 FT, TH N00°45'03"E 1015.26 FT TO POB. SUBJ TO EASE(S) OF RECORD. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-014

COM 744.7 FT S OF NW COR OF SEC FOR POB, TH E 920 FT, S 352 FT, W 280.15 FT, N-32-W 162 FT, N-80-W 197 FT, W 360 FT, N 182 FT TO POB, SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-005

SE 1/4 OF NW 1/4, NE 1/4 OF SW 1/4 & NW 1/4 OF SE 1/4. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-200-016 SW 1/4 OF NE 1/4 SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-300-008 SW 1/4 OF SE 1/4 LYING E OF BEAR RIVER SECTION 8, T34N, R5W; AND

Parcel ID 52-19-17-100-022 NW 1/4 OF NE 1/4 LYING E OF BEAR RIVER SECTION 17, T34N, R5W.

is rezoned to C- College District, subject to all applicable zoning usages, standards, regulations, requirements, and conditions of that district.

2. The Zoning District Map of the City of Petoskey shall be, and the same hereby is, amended in order that the following described property be shown as located in the C-College District and the Zoning classification hereafter for said property shall be C- College:

Parcel ID 52-19-08-100-016

COM AT PT ON SEC LN 653 FT M/L E OF SEC COR COM TO SEC'S 5 & 8 & SD PT BEING C/L OF WAUKAZOO AVE PRODUCED S, TH E ALG SD SEC LN 522.7 FT, TH S 250 FT, TH W PAR TO SEC LN 522.7 FT, TH N 250 FT TO BEG. COM AT NW COR OF SEC 8, TH E 33 FT TO POB. TH E 620 FT, S 250 FT, E 522.7 FT, N 250 FT, E 1431 FT TO N LN OF KALAMAZOO AVE, TH S 1320 FT, W 1287 FT, N 16.5 FT, W 1089 FT, TH NW'LY TO SD SEC LN, TH N 279 FT, S88°9'E 314.3 FT, TH N0°41'E 394.4 FT, TH N83°14'W 321.3 FT TO HOWARD ST, TH N 319 FT TO POB. ALSO COM AT SW COR OF NW 1/4 OF NW 1/4, TH E 82 RDS, N 1 RD, W 66 RDS, NW'LY TO SEC LN AT PT 21 RDS N OF POB, TH S ALG SEC LN 21 RDS TO POB. EXC COM 744.70 FT S OF NW COR OF SEC FOR POB, TH E 920 FT, S 352 FT, W 280.15 FT, N32°W 162 FT, N80°W 197 FT, W 360 FT, N 182 FT TO POB. EXC THAT PT OF THE ATKINS RD EXT DESC AS: PT OF SW 1/4 OF SECTION 5 & PT OF NW 1/4 OF SECTION 8; COM AT NW COR SEC 8, TH ALG N LN OF SD SEC 8 S89°57'00"E 33.01 FT TO E'LY LN OF HOWARD ST & POB, TH ALG SD LN N00°13'45"W 44 FT, TH S89°57'00"E 1285.94 FT, TH S15°57'57"E 2.68 FT, TH 84.13 FT ALG CURVE L, RAD 217 FT, DELTA 22°12'45", CHD N62°55'41"E 83.60 FT, TH N51°49'19"E 14.88 FT, TH 51 FT ALG CURVE R, RAD 283 FT, DELTA 10°19'29", CHD N56°59'03"E 50.93 FT, TH N27°51'12"W 11 FT, TH 333.28 FT ALG CURVE TO R, RAD 294 FT, DELTA 64°57'02", CHD S85'22'41"E 315.72 FT, TH S52°54'10"E 369.08 FT, TH 156.16 FT ALG CURVE L, RAD 206 FT, DELTA 43°26'04", CHD S74°37'12"E 152.45 FT, TH N06°20'14"W 39 FT, TH 79.75 FT ALG CURVE L, RAD 167 FT, DELTA 27°21'46", CHD N69°58'53"E 79 FT, TH S33°42'01"E 39 FT, TH 16.20

FT ALG CURVE L. RAD 206 FT. DELTA 04°30'25". CHD N54°02'47"E 16.20 FT. TH N51°47'35"E 160.77 FT, TH 187.19 FT ALG CURVE R, RAD 295.18 FT, DELTA 36°20'02", CHD N70°00'43"E 184.07 FT, TH S89°57'00"E 1.38 FT TO W'LY R/O/W OF KALAMAZOO ST, TH ALG SD W'LY R/O/W S00°07'10"W 44 FT TO SD N LN OF SEC 8. TH CONT ALG SD R/O/W S00°15'51"E 44 FT, TH 130.08 FT ALG CURVE L, RAD 207.18 FT, DELTA 35°58'18", CHD S69°49'51"W 127.95 FT, TH S51°47'35"W 155.36 FT, TH S38°12'25"E 44 FT, TH S51°47'35'W 5.34 FT, TH 40.11 FT ALG CURVE R, RAD 338 FT, DELTA 06°47'55", CHD S55°11'32"W 40.08 FT, TH N31°24'30"W 44 FT, TH 351.52 FT ALG CURVE R, RAD 294 FT, DELTA 68°30'20", CHD N87°09'20"W 330.95 FT, TH N52°54'10"W 369.08 FT, TH 233.52 FT ALG CURVE L, RAD 206 FT, DELTA 64°57'02", CHD N85°22'41"W 221.22 FT. TH N27°51'12"W 11 FT. TH 39.10 FT ALG CURVE L. RAD 217 FT, DELTA 10°19'29", CHD S56°59'03"W 39.05 FT, TH S51°49'19"W 14.88 FT, TH 109.71 FT ALG CURVE R, RAD 283 FT, DELTA 22°12'45", CHD S62°55'41"W 109.03 FT, TH S15°57'57"E 11 FT, TH 82.18 FT ALG CURVE R, RAD 294 FT, DELTA 16°00'57", CHD S82°02'32"W 81.91 FT, TH N89°57'00"W 539.06 FT, TH 93.61 FT ALG CURVE R, RAD 363.13 FT, DELTA 14°46'09", CHD S82°39'50"W 93.35 FT, TH N89°57'00"W 594.69 FT TO E'LY R/O/W OF HOWARD ST N00°13'45"W 56 FT TO POB. ALSO EXC COM AT N ¼ COR OF SD SEC, TH N89°14'57"W 1208.89 FT ALG N LN OF SD SEC TO POB, TH N89°14'57"W 100 FT ALG N LN OF SD SEC, TH S00°45'03"W 664.93 FT, TH N81°17'34"W 262.68 FT, TH S09°49'34"W 333.18 FT, TH S81°17'34"E 416.72 FT, TH N00°45'03"E 1015.26 FT TO POB. EXCEPTING THAT PORTION NORTH OF THE ATKINS STREET RIGHT-OF-WAY. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-003

COM AT NW COR SEC 8 S ON SEC LN 316.2', TH S83*14'E 33.2' TO POB TH S83*14'E 321.3', TH S0*41'W 394.4', TH N88*09'W 314.3' TO E LN OF HOWARD ST., TH ALG SD LN 422.2' TO POB. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-017

T OF NW ¼ OF SECTION 8, COM AT N ¼ COR OF SD SEC, TH N89°14'57"W 1208.89 FT ALG N LN OF SD SEC TO POB, TH N89°14'57"W 100 FT ALG N LN OF SD SEC, TH S00°45'03"W 664.93 FT, TH N81°17'34"W 262.68 FT, TH S09°49'34"W 333.18 FT, TH S81°17'34"E 416.72 FT, TH N00°45'03"E 1015.26 FT TO POB. SUBJ TO EASE(S) OF RECORD. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-014

COM 744.7 FT S OF NW COR OF SEC FOR POB, TH E 920 FT, S 352 FT, W 280.15 FT, N-32-W 162 FT, N-80-W 197 FT, W 360 FT, N 182 FT TO POB, SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-005

SE 1/4 OF NW 1/4, NE 1/4 OF SW 1/4 & NW 1/4 OF SE 1/4. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-200-016 SW 1/4 OF NE 1/4 SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-300-008 SW 1/4 OF SE 1/4 LYING E OF BEAR RIVER SECTION 8, T34N, R5W; AND

Parcel ID 52-19-17-100-022 NW 1/4 OF NE 1/4 LYING E OF BEAR RIVER SECTION 17, T34N, R5W.

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

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

Said ordinance was adopted by the following vote:

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

NAYS: None (0)

Approve 2022-2027 Capital Improvement Plan – Resolution No. 19589

The City Manager reviewed that at the September 20 City Council meeting, he made a presentation regarding the draft 2022-2027 Capital Improvement Plan; that City Council recommended no changes to the draft document and instructed staff to continue to solicit feedback on the plan via the City's website; that as of September 30 no comments had been received; and reviewed 2022 projects.

City Councilmembers discussed how the approved CIP works and that it is part of the annual budget process.

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

WHEREAS, as part of the City's annual budget-preparation process, the City Planner submitted to the Planning Commission on August 19, 2021 the City staff's proposed update to the City's six-year Capital Improvement Plan; and

WHEREAS, the Planning Commission reviewed the proposed 2022-2027 Capital Improvement Plan on August 19, 2021, and recommended its adoption by the City Council; and

WHEREAS, the City Council reviewed the proposed plan on September 20 and October 4, 2021 and concurs with the recommendation of the Planning Commission:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby approves the 2022-2027 Capital Improvement Plan as submitted by the City Manager dated October 4, 2021 and approved by the Planning Commission August 19, 2021.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Accept Special Assessment Report & Schedule Public Hearing - Resolution No. 19590

The City Manager next reported that at its September 21, 2021 meeting, the City's Downtown Management Board reviewed and approved its proposed budget for downtown area programs and services for 2022 and recommended City Council levy a special assessment against all eligible, non-residential properties within the Management Board's jurisdictional territory, the proceeds from which would be used to finance costs of such programs and services; and increase the amount by 2% for the proposed special assessment compared to assessment-levy amounts that were used in 2021. The City Manager also reported that the Management Board's budget proposal would be included within the City's recommended 2022 Annual Budget, but City Code provisions required that the special-assessment process be approved annually by City Council.

The City Manager further reported that the City Council was being asked to adopt a proposed resolution, a draft of which was included with the report, that would: confirm that costs of proposed downtown-area programs and services would be offset by special-assessment revenues; designate the special-assessment district; approve the recommended special-assessment formula; and schedule an October 18 public hearing to receive comments concerning the proposed programs and services. The City Manager also reported that a second public hearing to receive comments concerning the proposed special-assessment roll was tentatively scheduled for the November 15, 2021, City Council meeting.

City Councilmembers inquired who receives the assessment and City staff responded that typically the property owner receives the assessment and passes the bill on to the tenant.

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

WHEREAS, the City Council in 1994 appointed members of the City's Downtown Development Authority Board as a "Downtown Management Board" under provisions of Act 120 of the Public Acts of Michigan of 1961, as amended by Act 146 of 1992; and

WHEREAS, at its September 21, 2021 meeting, the Downtown Management Board discussed the need to continue to provide certain programs and services that are believed to be beneficial to the City's principal shopping area; and

WHEREAS, the Downtown Management Board has developed a recommended formula by which properties within the Board's district could be specially assessed as a means of obtaining revenues to offset costs of the Board's proposed programs and services for the year 2022; and

WHEREAS, the City Council has reviewed a report dated September 28, 2021, by the City Manager that lists those proposed programs and services as recommended by the Downtown Management Board and the proposed roll that would spread special assessments against properties within the Management Board's district:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby determines that a portion of the expense of these proposed programs and services shall be defrayed by special assessments upon those properties especially benefited; and

BE IT FURTHER RESOLVED that the nature of these proposed programs and services shall include such activities as events, economic enhancement, beautification, marketing and promotions, and administration for costs estimated at \$155,300; that all portions of such costs shall be paid by special assessments and other related revenues, without a general obligation of the City; that such special-assessment revenues shall be collected in a single-installment payment; and that such assessments shall be levied in a district with boundaries that are to be coterminous to those of the Downtown Management Board's jurisdictional territory; and

BE IT FURTHER RESOLVED that the City Council does and hereby sets forth the basis of this special assessment by use of a formula that has been recommended by the Downtown Management Board to increase the amount by 2% for the proposed special assessment compared to the recommended 2021 formula and that has been calculated by the City staff based upon square footage of useable, non-residential building area and vacant properties, which the City Council has determined to be the most equitable to the greatest number of property owners concerned; and

BE IT FURTHER RESOLVED that the City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, October 18, 2021, to receive comments concerning these proposed programs and services; and

BE IT FURTHER RESOLVED that the City Council does and hereby directs the City staff to notify all property owners within the proposed assessment district of potential property assessments and the October 18, 2021, public hearing to receive comments concerning these proposed programs and services.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Discuss Code Enforcement Program

The Public Safety Director reviewed that when first adopted, the International Property Maintenance Code (IPMC) was to be used as a tool to address properties of concern; that in November 2020, City Council indicated they would prefer staff take a more proactive approach to code enforcement which included matters related to IPMC and Chapter 13 Nuisances; that a plan was developed and implemented in May 2021; that the first week of every month each ward within the City is checked for potential violations and when violations are located, Officers advise the homeowners and educate them on the ordinance in question; that education rather than enforcement action is the primary method of correcting violations; that the program resulted in an increase in the number of reported code violations, however the number of citations issued showed no significant increase; and reviewed ordinance violations and statistics over the past three years.

City Councilmembers discussed the types of violations and how they were finalized; reviewed IPMC issues with various properties within the City; and discussed the need and potential responsibilities of a Code Enforcement Officer.

The Public Safety Director responded that there are still some violations that involve larger issues that are still open.

<u>Discuss Surplus City Property RFP – 209 Washington Street</u>

The City Planner reviewed that at its June 21 meeting, City Council authorized staff to advertise for three surplus City-owned properties through a request for proposals (RFP); that a press release was submitted to the Petoskey News-Review along with notices sent to several organizations and on the City's website; that there were 21 unique RFP downloads from the City's website through the September 15 deadline; that a single proposal from Kathryn McConnell, 523 Woodland Avenue, was submitted for 209 Washington Street; that an existing house would be relocated from 611 Woodland Avenue to this vacant lot; that the offered purchase price is \$5,000 and if Council wished to move forward with the proposal, staff would bring back a purchase agreement for consideration; and that as there was no interest in the other City properties, City Council could consider working with housing non-profits or donating them to the Emmet County Land Bank that could potentially bring additional resources to their development.

Ms. McConnell reviewed that the 611 Woodland property would be split to adjoining owners for driveways and garages with potential ADUs if allowed.

City Councilmembers discussed what type of housing would be on the Washington Street lot; if it would be affordable housing and year-round; heard from those in support of the proposal; and concurred to have a purchase agreement for consideration at a future meeting.

Ms. McConnell responded that she hopes to have two possible units and year-round housing.

Mayor Murphy asked for public comments and heard a comment that this would cause a net loss of housing in the community which is disappointing.

Great Lakes Center for the Arts Non-Profit Confirmation Resolution No. 19591

The City Manager reviewed that Great Lakes Center for the Arts (GLCFA) requested local approval designating the organization as a recognized nonprofit in Petoskey for a charitable gaming license to host fundraising events.

City Councilmember Shiels moved that, seconded by City Councilmember Wagner to recognize Great Lakes Center for the Arts as a nonprofit organization in Petoskey and adoption of the resolution prepared by the State of Michigan for a charitable gaming license.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Council Comments

Mayor Murphy asked for City Council comments and City Councilmember Wagner commented that when asked how he will be communicating with residents, he indicated technology is a huge part in getting information out to citizens. City Councilmember Shiels commented that at the MML conference topics included American Rescue Plan Act funds and encouraged municipalities to consider State and Federal dollars in addition to local funding. City Councilmember Marshall voiced concern with traffic on side streets such as Michigan and State Streets and the need for traffic calming for pedestrian safety purposes.

Mayor Murphy asked for public comment and heard from a Michigan Street resident that understands the vehicular traffic may not be speeding, but is concerned with the lack of traffic calming with so many children in the area.

Recess to Closed Session – Resolution No. 19592

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

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

WHEREAS, the City Manager has requested that the City Council recess to a closed session, pursuant to Section 8(a) and 8(h) of the Michigan Open Meetings Act, to consider a periodic personnel evaluation of the City Manager and to discuss material exempt from disclosure, at the City Council's regular meeting of October 4, 2021:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby authorizes to recess to a closed session, to consider a periodic personnel evaluation of the City Manager and to discuss material exempt from disclosure.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Recessed into closed session at 9:40 P.M. and reconvened into open session at 11:30 P.M.

There being no further business to come before the City Council, this October 4, 2021, meeting of the City Council adjourned at 11:31 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

City of Petoskey

Minutes

CITY COUNCIL

October 6, 2021

A special meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Wednesday, October 6, 2021. This meeting was called to order at 8:00 A.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 Derek Shiels, City Councilmember Brian Wagner, City Councilmember Lindsey Walker, City Councilmember

Absent: None

Also in attendance were City Manager Rob Straebel, Clerk-Treasurer Alan Terry, Public Safety Director Matt Breed, Parks and Recreation Director Kendall Klingelsmith, City Attorney James Murray and Executive Assistant Sarah Bek.

Approve Severance Agreement & Release for City Manager Rob Straebel – Resolution No. 19593 Clerk-Treasurer Alan Terry reviewed that a proposed Severance Agreement and Release for City Manager Rob Straebel was prepared by the City Attorney and reviewed by Mr. Straebel; that the agreement provides for resolution of all outstanding matters between the City and Mr. Straebel upon his separation from the City of Petoskey effective October 6, 2021; and that a resolution was prepared that would approve the agreement and remove City Manager from the position.

The City Attorney noted a revision was prepared, but not included in the packet pertaining to Page 3, Paragraph 5(a) to make the agreement reciprocal between parties which was requested by the City Manager and felt it was reasonable if Council concurred; and reviewed various portions of the agreement. City Council agreed to amend Page 3, Paragraph 5(a) of the agreement as proposed.

City Councilmember Marshall moved that, seconded by City Councilmember Wagner to adopt the following resolution:

WHEREAS, the City Council has performed the annual evaluation of the City Manager on October 4, 2021; and

WHEREAS, the City Manager has notified City Council of his decision to resign from his position as City Manager of the City of Petoskey:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council hereby approves the Severance Agreement and Release and authorizes the Clerk-Treasurer to sign said agreement; and

BE IT FURTHER RESOLVED that the City Council does hereby remove Robert Straebel from the position of City Manager effective immediately.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Mayor Murphy asked for public comments and Mr. Straebel commented that even though he had no inclination of the separation efforts or given a reason why the separation was occurring he wanted the Mayor and Councilmembers to know he harbored no ill feelings and that he was very proud of the accomplishments City Council and staff made over the last six years, was fortunate to work with a competent, hardworking staff and wished the City the very best in the future.

Joel Wurster, 909 Spruce Street, also commented that Mr. Straebel has been a huge part of the City's success and wanted City Council and Mr. Straebel to know that he is very sad to see him leave.

Appoint Interim City Manager – Resolution No. 19594

Clerk-Treasurer Alan Terry stated that it is his understanding that City Council may want to appoint him Interim City Manager, which he would be willing to accept and that terms and conditions for the position could be brought back at the next City Council meeting.

City Councilmember Marshall moved that, seconded by City Councilmember Walker to appoint Alan Terry as Interim City Manager.

Said motion was adopted by the following vote:

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

NAYS: None (0)

There being no further business to come before the City Council, this October 6, 2021, meeting of the City Council adjourned at 8:10 A.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL	Check	Check		Invoice	Check
Period	Issue Date	Number	Payee	GL Account	Amount
10/21	10/06/2021	04640	All-Phase Electric Supply	582-586-775.000	35.97
10/21	10/06/2021		All-Phase Electric Supply	582-586-775.000	33.10
10/21	10/06/2021		All-Phase Electric Supply	101-268-930.000	37.68-
10/21	10/06/2021		All-Phase Electric Supply	582-586-775.000	3.44
10/21	10/06/2021		All-Phase Electric Supply	101-789-775.000	24.00
10/21	10/06/2021	94650		101-172-850.000	122.76
10/21	10/06/2021	94650	AT&T	101-201-850.000	65.47
10/21	10/06/2021	94650	AT&T	101-208-850.000	40.92
10/21	10/06/2021	94650	AT&T	101-257-850.000	40.92
10/21	10/06/2021	94650	AT&T	101-215-850.000	32.74
10/21	10/06/2021	94650	AT&T	101-345-850.000	90.02
10/21	10/06/2021	94650	AT&T	582-593-850.000	32.74
10/21	10/06/2021	94650	AT&T	592-549-850.000	49.10
10/21	10/06/2021	94650	AT&T	592-560-850.000	49.10
10/21	10/06/2021	94650	AT&T	592-558-920.000	658.55
10/21	10/06/2021	94650	AT&T	592-555-920.000	331.01
10/21	10/06/2021	94650	AT&T	101-400-850.000	40.92
10/21	10/06/2021	94650	AT&T	101-756-850.000	49.10
10/21	10/06/2021	94650	AT&T	101-441-850.000	73.66
10/21	10/06/2021	94650	AT&T	204-481-850.000	24.55
10/21	10/06/2021	94650	AT&T	204-481-850.000	24.55
10/21	10/06/2021	94650		582-588-850.000	81.84
10/21	10/06/2021	94650		592-560-850.000	79.26
10/21	10/06/2021	94650		592-560-850.000	86.14
10/21	10/06/2021	94650		592-558-920.000	83.00
10/21	10/06/2021	94650		592-538-850.000	79.26
10/21	10/06/2021	94650	AT&T	592-538-850.000	79.26
10/21	10/06/2021		Automotive Vision	661-598-932.000	1,050.00
10/21	10/06/2021		Barrette, Terry	204-481-850.000	120.00
10/21	10/06/2021		Baytees	101-770-767.000	299.96
10/21	10/06/2021	94654	Bek, Sarah	101-172-850.000	120.00
10/21 10/21	10/06/2021 10/06/2021	94655	Blarney Castle Oil Co. Bowen, William	101-789-772.000 101-345-850.000	9,023.98 62.50
10/21	10/06/2021	94657	,	101-345-775.000	287.90
10/21	10/06/2021		Breed, Matthew	101-345-850.000	120.00
10/21	10/06/2021	94659	Carlson, Benjamin	101-345-850.000	62.50
10/21	10/06/2021		Carter's Imagewear & Awards	101-101-751.000	45.00
10/21	10/06/2021		Carter's Imagewear & Awards	101-215-751.000	45.00
10/21	10/06/2021		CHARLEVOIX PUBLIC LIBRARY	271-790-955.000	15.95
10/21	10/06/2021		CITY OF PETOSKEY	271-790-880.000	40.00
10/21	10/06/2021		CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,740.70
10/21	10/06/2021		CITY TREAS. FOR UTILITY BILLS	101-268-920.000	1,345.85
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	4,072.03
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	775.64
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	412.74
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	8,534.58
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	40.74
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,799.38
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	16,816.16
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	40.73
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	14,422.49
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	890.91
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	4,386.58
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	2,982.10
10/21	10/06/2021		CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,800.00
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	3,881.03

GL	Check	Check		Invoice	Check
Period	Issue Date	Number	Payee	GL Account	Amount
10/21	10/06/2021	94663	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	45.67
10/21	10/06/2021	94663		514-587-920.000	307.21
10/21	10/06/2021	94664	COMPASS MINERALS AMERICA	204-010-111.000	49,874.98
10/21	10/06/2021		COMPASS MINERALS AMERICA	204-010-111.000	17,536.29
10/21	10/06/2021		Conti, Joseph	101-268-850.000	120.00
10/21	10/06/2021	94666	David L Hoffman Landscaping & Nursery	101-526-802.000	5,016.00
10/21	10/06/2021	94667	· -	582-588-850.000	120.00
10/21	10/06/2021	94668	Derrer Oil Co.	661-598-759.000	1,774.51
10/21	10/06/2021		DONOVAN, LAWRENCE	101-345-850.000	62.50
10/21	10/06/2021	94670	Drost Landscape	101-770-802.100	3,863.22
10/21	10/06/2021	94670	Drost Landscape	204-470-802.000	62.08
10/21	10/06/2021	94671	•	592-560-850.000	120.00
10/21	10/06/2021	94672	·	101-770-775.000	106.90
10/21	10/06/2021	94673		101-228-802.000	8,680.49
10/21	10/06/2021	94674	•	101-257-802.100	3,750.00
10/21	10/06/2021	94675	•	101-400-751.000	400.00
10/21	10/06/2021	94675		582-593-802.000	1,150.00
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10/21	10/06/2021	94675	Environmental Systems Research Institute	592-560-802.000	1,150.00
10/21	10/06/2021	94675	Environmental Systems Research Institute	204-481-802.000	1,150.00
10/21	10/06/2021	94676	Fate, Jason	101-441-850.000	120.00
10/21	10/06/2021	94677	Five Star Screen Printing Plus	101-756-985.000	2,276.00
10/21	10/06/2021	94678	Flynn, Martin	592-549-850.000	120.00
10/21	10/06/2021	94679	FRITZ, KARL	101-345-850.000	120.00
10/21	10/06/2021	94680	Gale/Cengage Learning	271-790-760.000	20.99
10/21	10/06/2021	94680	Gale/Cengage Learning	271-790-760.000	57.58
10/21	10/06/2021	94680	Gale/Cengage Learning	271-790-760.000	27.99
10/21	10/06/2021	94680	Gale/Cengage Learning	271-790-760.000	31.19
10/21	10/06/2021	94680	Gale/Cengage Learning	271-790-760.000	26.39
10/21	10/06/2021	94680	Gale/Cengage Learning	271-790-760.000	97.96
10/21	10/06/2021	94681	Gordon Food Service	101-345-781.000	71.12
10/21	10/06/2021	94681	Gordon Food Service	661-598-751.000	12.28
10/21	10/06/2021	94681	Gordon Food Service	204-481-751.000	12.28
10/21	10/06/2021	94681	Gordon Food Service	582-588-751.000	12.28
10/21	10/06/2021	94681	Gordon Food Service	582-593-751.000	12.29
10/21	10/06/2021	94681	Gordon Food Service	592-549-751.000	12.29
10/21	10/06/2021	94681	Gordon Food Service	592-560-751.000	12.29
10/21	10/06/2021	94681	Gordon Food Service	101-345-781.000	152.11
10/21	10/06/2021	94681	Gordon Food Service	101-345-781.000	34.75
10/21	10/06/2021	94681	Gordon Food Service	101-345-781.000	43.54
10/21	10/06/2021	94682	GOSCIAK, SCOTT	101-345-850.000	62.50
10/21	10/06/2021	94683	Grand Traverse Mobile Communications	661-020-142.000	1,094.68
10/21	10/06/2021	94684	Grimes, Kenn	271-790-760.000	46.00
10/21	10/06/2021	94685	HAALCK, FRED	101-345-850.000	62.50
10/21	10/06/2021	94686	HACH COMPANY	592-553-802.000	3,180.00
10/21	10/06/2021	94687	Hart, Tyler	101-770-850.000	120.00
10/21	10/06/2021	94688	Hoig, Erik	101-345-850.000	120.00
10/21	10/06/2021	94689	Hummel, Jon	101-754-920.000	120.00
10/21	10/06/2021	94690	Hunter, Arnold	101-345-850.000	62.50
10/21	10/06/2021	94691	International Assoc. of Chiefs of Police	101-345-915.000	525.00
10/21	10/06/2021	94692	John E. Green Co.	271-790-930.000	4,575.00
10/21	10/06/2021		Johnstone Supply #234	101-268-775.000	17.48
10/21	10/06/2021		KARR, ADRIAN	101-345-850.000	120.00
10/21	10/06/2021		Kimball, Brock	101-345-850.000	62.50
10/21	10/06/2021	94696	Klingelsmith, Kendall	101-770-850.000	120.00
10/21	10/06/2021	94697	Krecke, Paul	514-587-885.000	3,000.00

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94722 State of Michigan-Department of LARA

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582-082-682.000

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582-081-642.400

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10/21	10/06/2021	94722	State of Michigan-Department of LARA	582-081-642.500	4.35
10/21	10/06/2021		State of Michigan-Department of LARA	582-081-642.200	157.47
10/21	10/06/2021	94723	Straebel, Robert	101-172-850.000	120.00
10/21	10/06/2021	94724	Sugg, Keenan	101-345-850.000	62.50
10/21	10/06/2021	94725	Terry, Alan	101-215-850.000	120.00
10/21	10/06/2021	94726	Tillie's Tafel	248-540-882.600	97.00
10/21	10/06/2021	94727	T-Mobile	271-790-850.000	273.38
10/21	10/06/2021	94728	Troxel. Todd	101-345-850.000	120.00
10/21	10/06/2021	94729	True Pest Control	592-537-802.000	245.00
10/21	10/06/2021	94729	True Pest Control	592-555-802.000	250.00
10/21	10/06/2021	94729	True Pest Control	592-558-802.000	450.00
10/21	10/06/2021	94730	TwoGlassGents	582-590-802.000	1,825.00
10/21	10/06/2021	94731	Universal Credit Services Inc.	582-586-960.000	4,408.79
10/21	10/06/2021	94731	USA Blue Book	592-551-775.000	
10/21	10/06/2021		USA Blue Book	592-542-775.000	586.67 188.58
10/21	10/06/2021	94733		514-587-802.000	192.86
		94733	Van's Business Machines Van's Business Machines		
10/21	10/06/2021			271-790-986.000	200.00
10/21	10/06/2021	94734 94735	Walters Sharpening Service Inc.	661-598-931.000 101-345-850.000	36.00
10/21	10/06/2021		Whitley, Adam		62.50
10/21	10/06/2021	94736	Willcomes Wood Products LLC	101-773-775.000	350.00
10/21	10/06/2021	94737	Windemuller	592-558-802.000	400.00
10/21	10/13/2021	94743	5H Irrigation & Maintenance	101-528-802.000	5,780.00
10/21	10/13/2021	94743	5H Irrigation & Maintenance	592-537-802.000	75.00
10/21	10/13/2021	94743	ŭ	592-537-802.000	85.00
10/21	10/13/2021	94743	5H Irrigation & Maintenance	202-467-802.000	86.00
10/21	10/13/2021	94743	5H Irrigation & Maintenance	202-467-802.000	86.22
10/21	10/13/2021	94743	5H Irrigation & Maintenance	592-537-802.000	95.00
10/21	10/13/2021	94744	Advance Auto Parts	661-598-932.000	57.39
10/21	10/13/2021		All-Phase Electric Supply	582-590-775.000	17.83
10/21	10/13/2021		All-Phase Electric Supply	582-588-785.000	50.91
10/21	10/13/2021		All-Phase Electric Supply	582-586-775.000	117.43
10/21	10/13/2021		Amazon Capital Services	101-345-751.000	399.99
10/21	10/13/2021		Amazon Capital Services	101-770-931.000	479.99
10/21	10/13/2021		Amazon Capital Services	101-172-751.000	92.73
10/21	10/13/2021		Amazon Capital Services	101-101-751.000	18.69
10/21	10/13/2021		AMERICAN LIBRARY ASSOC.	271-790-912.000	610.00
10/21	10/13/2021	*	AMERICAN LIBRARY ASSOC.	271-790-912.000	610.00
10/21	10/13/2021	94748		592-560-850.000	166.65
10/21	10/13/2021	94748		592-558-920.000	78.82
10/21	10/13/2021	94748		582-593-850.000	127.80
10/21	10/13/2021		AT&T Long Distance	101-345-850.000	134.33
10/21	10/13/2021	94750	Beckett & Raeder Inc.	101-770-970.000	540.00
10/21	10/13/2021	94750	Beckett & Raeder Inc.	101-770-802.000	1,720.00
10/21	10/13/2021	94750		247-751-802.000	140.00
10/21	10/13/2021	94750		247-751-802.000	720.00
10/21	10/13/2021	94750		101-770-802.000	180.00
10/21	10/13/2021	94750		101-789-970.000	13,665.00
10/21	10/13/2021	94751	Bek, Sarah	101-101-751.000	25.20
10/21	10/13/2021		Blarney Castle Oil Co.	101-789-772.000	4,625.00
10/21	10/13/2021	94752	•	101-789-772.000	5,452.93
10/21	10/13/2021	94752	•	101-789-772.000	2,740.41
10/21	10/13/2021	94753	Bound Tree Medical LLC	101-345-775.000	187.99
10/21	10/13/2021	94754	Char-Em United Way	701-000-230.800	51.50
10/21	10/13/2021		Cintas Corp #729	582-593-930.000	10.07
10/21	10/13/2021	94755	•	204-481-767.000	77.83
10/21	10/13/2021	94755	Cintas Corp #729	582-588-767.000	88.35

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/21	10/13/2021	94755	Cintas Corp #729	592-560-767.000	39.89
10/21	10/13/2021	94755	Cintas Corp #729	592-549-767.000	39.89
10/21	10/13/2021	94756	Consumers Energy	592-538-920.000	3,164.93
10/21	10/13/2021	94756	Consumers Energy	592-558-920.000	349.84
10/21	10/13/2021	94757	, ,	582-020-360.000	3,093.00
10/21	10/13/2021	94757	David L Haffman Landscaping & Nursery	101-770-802.100	758.90
10/21	10/13/2021	94757	, ,	247-751-802.000	9,773.00
10/21	10/13/2021 10/13/2021	94757	, ,	203-451-802.000	3,257.00
10/21 10/21	10/13/2021	94757	David L Leftman Landscaping & Nursery	592-020-342.000	3,257.00 1,629.28
10/21	10/13/2021	94757 94758	David L Hoffman Landscaping & Nursery	582-020-360.000 101-172-751.000	54.60
10/21	10/13/2021	94758	Decka Digital LLC Decka Digital LLC	101-172-751.000	54.60
10/21	10/13/2021	94758	Decka Digital LLC Decka Digital LLC	101-208-751.000	38.22
10/21	10/13/2021	94758	Decka Digital LLC	101-257-751.000	27.30
10/21	10/13/2021	94758	Decka Digital LLC	101-215-751.000	32.76
10/21	10/13/2021	94758	Decka Digital LLC	101-345-751.000	141.96
10/21	10/13/2021	94758	Decka Digital LLC	101-400-751.000	27.30
10/21	10/13/2021	94758	Decka Digital LLC	101-441-751.000	81.90
10/21	10/13/2021	94758	Decka Digital LLC	101-770-751.000	16.38
10/21	10/13/2021	94758	Decka Digital LLC	101-773-775.000	5.46
10/21	10/13/2021	94758	Decka Digital LLC	101-756-751.000	54.60
10/21	10/13/2021	94758	Decka Digital LLC	101-789-751.000	10.93
10/21	10/13/2021	94759	Demco	271-790-802.000	841.01
10/21	10/13/2021	94760	Derrer Oil Co.	661-598-759.000	2,543.91
10/21	10/13/2021	94761	Drost Landscape	101-754-802.100	587.10
10/21	10/13/2021	94762	DUCH, JOHN	101-345-912.000	88.56
10/21	10/13/2021	94763	Dunkel Excavating Services Inc.	204-444-802.000	925.00
10/21	10/13/2021	94763	Dunkel Excavating Services Inc.	582-020-360.000	925.00
10/21	10/13/2021	94764	Dunn's Business Solutions	101-172-751.000	9.84
10/21	10/13/2021	94764	Dunn's Business Solutions	101-201-751.000	9.84
10/21	10/13/2021	94764	Dunn's Business Solutions	101-208-751.000	6.89
10/21	10/13/2021	94764	Dunn's Business Solutions	101-257-751.000	4.92
10/21	10/13/2021	94764	Dunn's Business Solutions	101-215-751.000	5.90
10/21	10/13/2021	94764	Dunn's Business Solutions	101-789-751.000	1.95
10/21	10/13/2021	94764	Dunn's Business Solutions	101-345-751.000	25.58
10/21	10/13/2021	94764	Dunn's Business Solutions	101-400-751.000	4.92
10/21	10/13/2021	94764	Dunn's Business Solutions	101-441-751.000	14.76
10/21	10/13/2021	94764	Dunn's Business Solutions	101-770-751.000	2.95
10/21	10/13/2021	94764	Dunn's Business Solutions	101-773-775.000	.98
10/21	10/13/2021	94764	Dunn's Business Solutions	101-756-751.000	9.84
10/21	10/13/2021	94765	EJ USA Inc.	592-025-343.000	686.40
10/21	10/13/2021	94766	Ellens Equipment	661-598-931.000	830.02
10/21	10/13/2021	94767	Elliott, Sherrie	592-549-915.000	159.04
10/21	10/13/2021	94767		592-549-915.000	22.46
10/21	10/13/2021	94767		592-549-915.000	12.90
10/21	10/13/2021	94767		592-549-915.000	89.25
10/21	10/13/2021	94767	·	592-560-915.000	322.00
10/21	10/13/2021	94768	'	101-528-802.000	720.50
10/21	10/13/2021		Emmet Co. Dept of Public Works	101-528-802.000	5,417.60
10/21	10/13/2021	94768	'	101-529-802.000	7,272.55
10/21	10/13/2021	94769		271-790-802.000	1,512.00
10/21	10/13/2021	94770	Factor Systems LLC	101-208-803.000	4,156.83
10/21	10/13/2021	94771	First Book	271-790-760.100	51.75
10/21	10/13/2021		Fraternal Order of Police	701-000-230.400	946.00
10/21	10/13/2021	94773	, ,	661-598-931.000	850.00
10/21	10/13/2021	94773	Gibby's Garage	661-598-932.000	510.00

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10/21	10/13/2021	94773	Gibby's Garage	582-593-930.000	238.00
10/21	10/13/2021	94773	Gibby's Garage	582-590-802.000	68.00
10/21	10/13/2021	94773	Gibby's Garage	582-593-930.000	476.00
10/21	10/13/2021	94773	Gibby's Garage	661-598-931.000	272.00
10/21	10/13/2021	94773	Gibby's Garage	661-598-932.000	170.00
10/21	10/13/2021	94773	Gibby's Garage	582-593-930.000	68.00
10/21	10/13/2021	94773	Gibby's Garage	661-598-931.000	340.00
10/21	10/13/2021	94773	Gibby's Garage	661-598-932.000	238.00
10/21	10/13/2021	94774	Goodman, Becky	248-739-886.000	314.48
10/21	10/13/2021	94775	Greenwell Machine Shop	661-598-932.000	102.20
10/21	10/13/2021	94775	' '	582-586-775.000	190.61
10/21	10/13/2021	94776	Gruler's Farm Supply Inc.	592-551-783.000	33.98
10/21	10/13/2021	94776	Gruler's Farm Supply Inc.	101-756-778.000	6.99
10/21	10/13/2021	94776	Gruler's Farm Supply Inc.	592-551-775.000	50.97
10/21	10/13/2021	94777 94778	Idexx Distribution Inc.	592-553-775.000 271-790-760.000	368.40
10/21	10/13/2021		Ingram Library Services		2,669.51
10/21 10/21	10/13/2021	94778 94778	Ingram Library Services	271-790-760.100	1,903.76
10/21	10/13/2021 10/13/2021	94778	Ingram Library Services Integrity Business Solutions	271-790-760.200 514-587-802.100	409.37 87.87
10/21	10/13/2021	94780	Johnstone Supply #234	101-268-930.000	54.07
10/21	10/13/2021	94780	Johnstone Supply #234	101-268-930.000	4.40
10/21	10/13/2021	94780	Johnstone Supply #234	101-268-930.000	59.87
10/21	10/13/2021	94781	K & J Septic Service LLC	101-756-802.000	340.00
10/21	10/13/2021	94781	K & J Septic Service LLC	101-756-802.000	70.00
10/21	10/13/2021	94782	•	271-790-955.000	23.99
10/21	10/13/2021	94783	KASSON SAND & GRAVEL	204-010-111.000	4,484.03
10/21	10/13/2021	94784	Keep It Real Social LLC	514-587-802.100	2,000.00
10/21	10/13/2021	94785	Klingelsmith, Kendall	101-770-802.000	30.00
10/21	10/13/2021	94786	KSS Enterprises	101-770-775.000	136.90
10/21	10/13/2021	94787	LexisNexis Risk Data Management Inc.	101-208-802.000	150.00
10/21	10/13/2021	94787	LexisNexis Risk Data Management Inc.	514-587-802.000	150.00
10/21	10/13/2021	94788	Lowery Underground Service	582-020-360.000	11,046.33
10/21	10/13/2021	94788	Lowery Underground Service	582-598-802.000	5,453.17
10/21	10/13/2021	94788	Lowery Underground Service	582-020-360.000	1,900.00
10/21	10/13/2021	94788	Lowery Underground Service	582-020-360.000	760.00
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-931.000	56.47
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-932.000	152.73
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	592-556-775.000	55.58
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-932.000	152.45
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-931.000	16.88
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-785.000	4.02-
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-931.000	54.95
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-932.000	170.73-
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	592-547-775.000	1,075.80
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-932.000	139.80
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-932.000	18.00-
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-010-111.000	8.46
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-785.000	18.98
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-785.000	13.76
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-932.000	337.66
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-932.000	53.27
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-785.000	35.08
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-785.000	8.63
10/21	10/13/2021	94789	•	661-598-785.000	7.35
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-598-932.000	63.40
10/21	10/13/2021	94789	Lynn Auto Parts Inc.	661-010-111.000	17.27

GL	Check	Check		Invoice	Check
Period	Issue Date	Number	Payee	GL Account	Amount
10/01	40/40/0004	0.4700		004 500 705 000	50.44
10/21 10/21	10/13/2021		Lynn Auto Parts Inc.	661-598-785.000 661-598-932.000	52.14 55.56-
	10/13/2021	94789	•		
10/21	10/13/2021		Lynn Auto Parts Inc.	661-598-785.000	8.63-
10/21 10/21	10/13/2021		Lynn Auto Parts Inc.	661-598-932.000	337.66
10/21	10/13/2021 10/13/2021		Lynn Auto Parts Inc. Lynn Auto Parts Inc.	661-598-931.000 661-010-111.000	57.48 27.50
10/21	10/13/2021	94789	•	661-598-931.000	39.49-
10/21	10/13/2021		Lynn Auto Parts Inc.	592-547-775.000	537.90
10/21	10/13/2021		Lynn Auto Parts Inc.	661-598-931.000	22.06
10/21	10/13/2021		Lynn Auto Parts Inc.	661-010-111.000	7.49
10/21	10/13/2021		Lynn Auto Parts Inc.	661-598-932.000	19.47
10/21	10/13/2021	94789	•	661-598-932.000	100.20
10/21	10/13/2021		Lynn Auto Parts Inc.	661-598-932.000	33.40
10/21	10/13/2021		McCardel Culligan	101-770-802.000	8.00
10/21	10/13/2021		McCardel Culligan	101-770-802.000	18.50
10/21	10/13/2021	94791	-	101-770-802.000	6,000.00
10/21	10/13/2021	94792	17	204-010-111.000	72.00
10/21	10/13/2021	94793		271-790-905.000	88.00
10/21	10/13/2021	94794	On Duty Gear LLC	101-345-775.000	4,250.00
10/21	10/13/2021	94795	Owl Labs	271-790-986.000	864.00
10/21	10/13/2021		P.C. Lawn Care	582-593-930.000	1,176.25
10/21	10/13/2021	94797		101-345-913.000	398.00
10/21	10/13/2021	94798	Peninsula Fiber Network LLC	271-790-850.000	133.80
10/21	10/13/2021	94798	Peninsula Fiber Network LLC	101-228-850.000	446.00
10/21	10/13/2021	94799	Petoskey Rotary Club	101-345-915.000	193.50
10/21	10/13/2021	94800	Power Line Supply	582-586-775.000	138.00
10/21	10/13/2021	94801	Quality Car & Truck Repair Inc.	101-345-775.000	162.37
10/21	10/13/2021	94802	Range Telecommunications	204-481-850.000	50.00
10/21	10/13/2021	94802	Range Telecommunications	101-756-850.000	50.00
10/21	10/13/2021	94802	Range Telecommunications	582-593-850.000	50.00
10/21	10/13/2021	94802	Range Telecommunications	592-560-850.000	82.95
10/21	10/13/2021	94802	Range Telecommunications	592-549-850.000	82.95
10/21	10/13/2021	94803	Rieth-Riley Construction Co	592-545-775.000	159.75
10/21	10/13/2021	94803	Rieth-Riley Construction Co	202-469-775.000	75.00
10/21	10/13/2021	94804	Sirchie	101-345-775.000	121.20
10/21	10/13/2021	94805	SiteOne Landscape Supply	101-770-775.000	1,417.56
10/21	10/13/2021	94806	Spartan Distributors Inc.	661-598-931.000	517.55
10/21	10/13/2021	94806	Spartan Distributors Inc.	661-598-931.000	299.52
10/21	10/13/2021	94807	Standard Electric Company	582-020-360.000	58.44
10/21	10/13/2021	94807	Standard Electric Company	582-020-360.000	178.99
10/21	10/13/2021	94808	Sugg, Keenan	101-345-912.000	29.62
10/21	10/13/2021	94809	Sure Lock & Homes LLC	101-770-802.000	310.00
10/21	10/13/2021	94810	Systems Specialties	592-554-775.000	155.00
10/21	10/13/2021	94811	TEAMSTERS LOCAL #214	701-000-230.400	1,107.00
10/21	10/13/2021	94812	Thru Glass Window Cleaning	514-587-802.100	25.00
10/21	10/13/2021	94813	Trace Analytics LLC	101-345-802.000	18.04
10/21	10/13/2021	94814	Tredroc Tire Services LLC	661-598-931.000	645.00
10/21	10/13/2021	94815	Unique Management Services Inc.	271-790-802.000	8.95
10/21	10/13/2021	94815	Unique Management Services Inc.	271-790-802.000	50.00
10/21	10/13/2021	94816	UpNorth Fire & Safety LLC	101-268-802.000	65.00
10/21	10/13/2021	94816	UpNorth Fire & Safety LLC	101-773-802.000	35.00
10/21	10/13/2021	94816	UpNorth Fire & Safety LLC	101-770-802.000	124.50
10/21	10/13/2021	94816	UpNorth Fire & Safety LLC	101-770-802.000	95.00
10/21	10/13/2021	94816	UpNorth Fire & Safety LLC	101-770-802.000	40.00
10/21	10/13/2021	94816	UpNorth Fire & Safety LLC	101-265-802.000	5.00
10/21	10/13/2021	94816	UpNorth Fire & Safety LLC	101-268-802.000	75.00

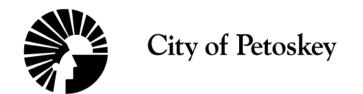
GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/21	10/13/2021	94816	UpNorth Fire & Safety LLC	101-789-802.000	105.00
10/21	10/13/2021	94817	Valley City Linen	271-790-752.000	25.00
10/21	10/13/2021	94817	Valley City Linen	271-790-752.000	25.00
10/21	10/13/2021	94817	Valley City Linen	271-790-752.000	25.00
10/21	10/13/2021	94817	Valley City Linen	271-790-752.000	25.00
10/21	10/04/2021	999231	Mers DC 45	701-000-230.120	1,321.20
10/21	10/04/2021	999231	Mers DC 45	701-000-230.120	1,248.57
10/21	10/04/2021	999231	Mers DC 45	701-000-230.120	1,284.11
10/21	10/04/2021	999231	Mers DC 45	001-000-001.001	528.49
10/21	10/04/2021	999231	Mers DC 45	001-000-001.001	291.09
10/21	10/04/2021	999231	Mers DC 45	001-000-001.001	307.13
10/21	10/04/2021	999231	Mers DC 45	001-000-001.001	291.09- \
10/21	10/04/2021	999231	Mers DC 45	001-000-001.001	307.13- \
10/21	10/04/2021	999231	Mers DC 45	701-000-230.120	206.52- \
10/21	10/04/2021	999231	Mers DC 45	701-000-230.120	208.34- \
10/21	10/04/2021	999231	Mers DC 45	701-000-230.120	206.52
10/21	10/04/2021	999231	Mers DC 45	701-000-230.120	208.34
10/21	10/04/2021	999231	Mers DC 45	701-000-230.120	1,321.20- \
10/21	10/04/2021	999231	Mers DC 45	701-000-230.120	1,248.57- \
10/21	10/04/2021	999231	Mers DC 45	701-000-230.120	1,284.11- \
10/21	10/04/2021	999231	Mers DC 45	001-000-001.001	528.49- \
10/21	10/13/2021	999233	ACH-CHILD SUPPORT	701-000-230.160	160.23
10/21	10/13/2021	999234	ACH-EFTPS	701-000-230.200	14,225.20
10/21	10/13/2021	999234	ACH-EFTPS	701-000-230.100	28,047.13
10/21	10/13/2021	999234	ACH-EFTPS	701-000-230.200	14,225.20
10/21	10/13/2021	999234	ACH-EFTPS	701-000-230.200	3,326.90
10/21	10/13/2021	999234	ACH-EFTPS	701-000-230.200	3,326.90
10/21	10/13/2021	999235	ACH-ICMA 457	701-000-230.700	1,931.43
10/21	10/13/2021	999235	ACH-ICMA 457	701-000-230.700	5,100.00
10/21	10/13/2021	999236	ACH-MERS Health Saving Plan	701-000-230.195	1,662.98
10/21	10/13/2021	999236	ACH-MERS Health Saving Plan	701-000-230.195	75.44
10/21	10/13/2021	999237	ICMA 401	701-000-230.700	457.86
10/21	10/13/2021	999238	ICMA-ROTH	701-000-230.900	345.00
G	rand Totals:				483,147.28

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Report Criteria:

Check.Check issue date = 09/30/2021-10/13/2021

heck Number	Check Issue Date	Name	GL Account	Amount
94645	10/06/2021	Green Projects Group	582588803000	100.00
94645	10/06/2021	Green Projects Group	582588803000	100.00
94645	10/06/2021	Green Projects Group	582588803000	100.00
94646	10/06/2021	Nettleman, Florence	582588803000	55.00
94647	10/06/2021	Kelly, Tracy	582040285000	40.07
94648	10/06/2021	Petoskey Professional Counselors LLC	592040285000	61.65
94648	10/06/2021	Petoskey Professional Counselors LLC	582040285000	100.00
94738	10/13/2021	Kronberg, Delores	582588803000	50.00
94739	10/13/2021	MI Dept of Health & Human Services	582081682000	211.97
94740	10/13/2021	Monahan, Madison	582081642300	30.15
94741	10/13/2021	Etter, Melanie	582040285000	49.25
94742	10/13/2021	Hastert, Brittany	582040285000	17.66
Grand Tot	als:			915.75



Agenda Memo

BOARD: City Council

MEETING DATE: October 18, 2021 PREPARED: October 12, 2021

AGENDA SUBJECT: Economic Development Incentive Policy Draft

RECOMMENDATION: That City Council discuss/provide direction

Background At the September 20 City Council meeting, the draft policy and project ranking system was discussed. The purpose of the draft was to initiate a discussion that may determine how best to evaluate projects for potential incentives.

<u>Discussion</u> Based on the discussion, it was clear that affordable housing creation is a top incentive priority of City Council members, and because of that there was some concern raised about placing too many limits on location or type of building (e.g., mixed use versus strictly residential). The draft document does have a caveat that if a project meets current development priorities, that incentives could be considered, but this wording could be strengthened if needed. There was also a suggestion to add a point category for locally owned business/corporation or employee stock ownership plan (ESOP).

If the point system in the current draft had been used to evaluate the 316-318 East Lake Street OPRA request, it would have received 13 points – medium priority. However, staff believes that it was exactly the type of project for which an incentive should be considered – obsolete building, mixed use, workforce housing in the downtown. The current scoring system prioritizes large-scale redevelopment versus smaller scale infill.

As mentioned the draft policy is a starting point of discussions and staff can provide other proposals, such as a narrative policy that does not include a point rating system or a policy that may incorporate both. Further discussion is necessary to determine how to proceed.

Action Staff has received back one completed incentive matrix and the enclosed recommendations from Councilperson Shiels and has highlighted changes based on the last discussion. To provide any incentive, the City should receive a tangible benefit and the better staff understands City Council priorities, the better staff can design the evaluation criteria and scoring system. We are looking for direction on whether the draft policy with a point system is the direction City Council wants, or if a narrative policy statement is preferred.

at Enclosures



City of Petoskey Economic Development Incentive Policy

Adopted	

This policy will be used to evaluate requests for economic incentives that are fiscally responsible and provide long-term benefits to the community. The policy will be periodically reviewed to ensure it addresses current City priorities.

A. Intent

In order to facilitate public-private partnerships that benefit the community, the City of Petoskey will *consider* use of economic development incentives to encourage the redevelopment of mixed-use buildings and sites when it is demonstrated that the project would likely not occur without financial assistance and if the project furthers City priorities. In this effort, the Master Plan goals of providing year-round housing for all, maintaining and enhancing downtown, and redevelopment of vacant property and empty storefronts is encouraged and facilitated to the greatest extent possible are furthered.

B. Project Consideration

Requests for incentives will be prioritized when the property is located within the Downtown Development Authority boundary, Old Town Emmet Neighborhood, or is a designated Priority Redevelopment Site. Projects that are not in these areas but make significant strides in meeting current City development priorities may also be considered.

This policy applies to all economic development incentives including, but not limited to, tax abatements, tax increment financing, payments in lieu of taxes (PILOTs), and direct public investment through infrastructure expenditures or fee waivers.

Priority projects for incentive consideration shall meet the following criteria:

- 1. The project will likely not occur without development incentives.
- 2. The project provides economic, environmental, and social benefits consistent with the goals of the City Master Plan.
- 3. Any project with residential units will have a restriction placed that the units will be for year-round housing¹ for no less than ten (10) years or the term of the incentive, whichever is longer.
- 4. The incentive duration will be the shortest possible for project viability.
- 5. The applicant is current on all property taxes, fees, utilities and other financial obligations levied against it by the City of Petoskey, and shall remain current during the term of the approved exemption.

An evaluation of the project according to the point system below will be completed by the Office of City Planner and reported to City Council for its decision. The incentive term is at the discretion of City Council, with demonstrated financial need to achieve one or more City priorities a primary determinant.

¹ Year-round housing is defined for the purposes of this policy as no less than 10 months a year.

C. Project Evaluation

1.	Amount of owner investment (excluding land and any grant funding)	<u>Points</u>
	<u>Investment</u>	
	\$500,000-\$999,999	1
	\$1M-\$1.99M	2
	\$2M-\$5M	4
	In excess of \$5M	6
2.	The local incentive would serve as a match to a public or private grant.	3
3.	Number of Residential Units Created	
	Up to 3	1
	4-8	2
	9-15	3
	16-25	4
	More than 25	5
4.	Target residential market	
	Low-moderate income (60-80% AMI)	5
	Workforce (80-120% AMI)	4
	Mixed income	4
	Market rate	2
5.	For downtown projects, a letter of façade consistency with the Downtown Design Guidelines is obtained from the Downtown Design Committee	1

6. Use of green technologies

Energy star appliances, motion sensors, LED lighting 1 BMP for storm water management (rain garden, rain Barrel, pervious pavers) 1 Cool roof 1 Green roof 2 5

7. Public infrastructure benefit

The project will enable the improvement or creation of public infrastructure such as a parking structure, non-motorized facilities, renewable energy or green storm water infrastructure.

Point Calculation

Total Points	Project Priority
21-29	High
9-20	Medium
0-8	Low

This policy will be used to evaluate requests for economic incentives that are fiscally responsible and provide long-term benefits to the community. The policy will be periodically reviewed to ensure it addresses current City priorities.

A. Intent

In order to facilitate public-private partnerships that benefit the community, the City of Petoskey will consider use of economic development incentives to encourage the redevelopment of commercial, mixed use, or residential buildings and sites when it is demonstrated that the project would not occur without financial assistance and or if the project furthers City priorities. In this effort, the Master Plan goals of providing year-round housing for all, maintaining and enhancing downtown, and redevelopment of vacant property and empty storefronts is encouraged and facilitated to the greatest extent possible are furthered.

B. Project Consideration

Requests for incentives will be prioritized when the property is located within the Downtown Development Authority boundary, Old Town Emmet Neighborhood, or is a designated Priority Redevelopment Site. Projects that are not in these areas but make significant strides in meeting current City development priorities may also be considered.

This policy applies to all economic development incentives including, but not limited to, tax abatements, tax increment financing, payments in lieu of taxes (PILOTs), and direct public investment through infrastructure or fee waivers.

Priority projects for incentive consideration shall meet the following criteria:

- 1. The project will not occur without development incentives, or the project will provide one or more of the following community needs (at the sole discretion of City Council):
 - a. (specified percentage) of rental residential units are set at the 60% AMI rate
 - b. (specified percentage) of rental residential units are set at the 30% AMI rate
 - c. Resale restrictions are placed on future sales of housing units (e.g. limit appreciation in market value to [specified percentage] of market value).
 - d. Sell (specified percentage) of commercial spaces as commercial condominiums
 - e. Commercial rental prices will be capped at 10% of the businesses gross sales
 - f. <u>(specified percentage)</u> of commercial spaces are <u>2,000</u> square feet down to 250 square feet
- 2. The project provides economic and environmental benefits.
- 3. Any project with residential units will have a restriction placed that the units will be for year round housing for no less than ten (10) years or the term of the incentive, whichever is longer.
 - 4. The incentive duration will be the shortest possible for project viability.

5. The applicant is current on all property taxes, fees, utilities and other financial obligations levied against it by the City of Petoskey, and shall remain current during the term of the approved exemption.

The evaluation will be completed by the Office of City Planner according to the point system below and reported to City Council for its decision. The incentive term is at the discretion of City Council, with demonstrated financial need to achieve one or more City priorities a primary determinant.

C. Project Evaluation

I would decrease the values for 1. to 1,2,3,4 and change the values for 4. to 6,4,5,2, respectively.

Addition:

8. Local multiplier impact

- Owner lives locally (in county) but business headquarters (or franchise) is elsewhere 1
- Owner and business headquarters are located locally (in county)

What type of redevelopmen	t incentive could	l you potentiall	y support?	
In concept, realizing much			• •	
depends on actual project	Tax Increment	Grant Match or	Tax Abatement	Payment in Lieu of
5 Strongly support	Financing	Grant Guarantee		Taxes
4 Support				
3 Neutral	(Deferred revenue	(Cash Outlay)	(Deferred revenue	(Less revenue for
2 Don't support	on INCREASED		on INCREASED	duration of tax
1 Strongly oppose	taxable value)		taxable value)	credits)
0 No opinion				
Location				
Downtown area				
Old Town Emmet Neighborhood				
Existing single-use areas				
(e.g., Bay Mall or Kmart Plaza)				
Purpose				
Job creation				NA
Low Income Housing (Income <60				
up to 80% Area Median Income				
(AMI)				
Workforce Housing (80-120% AMI)				NA
Market Rate Housing				NA
In-fill, mixed use development				NA
Historic Preservation				NA
Environmental remediation			NA	NA
Public Infrastructure (streets,				
utilities, structured parking)			NA	NA
Private Infrastructure (structured				
parking, storm water management)				
Green infrastructure (renewable				
energy, storm water management)				
Convert a single use development				
into mixed use				
Feasibility studies	NA		NA	NA
Arts and cultural amenities			NA	NA

In concept, realizing much depends on actual project 5 Strongly support 4 Support 3 Neutral 2 Don't support 1 Strongly oppose 0 No opinion	TIF (DDA, Brownfield or Corridor Improvement District)	Grant Match or Grant Guarantee	Tax Abatement (Neighborhood Enterprise Zone or Obsolete Property Rehabilitation District)	Payment in Lieu of Taxes (PILOT)
Duration of incentive				
Up to 5 years	NA	NA		NA
Up to 10 years		NA		NA
Up to 20 years		NA		NA
20-30 years		NA		NA
30+ years				
Whatever it takes				
INCREASE in Taxable Value at Project Buildout				
Less than \$1 Million				NA
\$1-2.9 Million				NA
\$3-4.9 Million				NA
\$5-9.9 Million				NA
\$10-20 Million				NA
\$20+ Million				NA



Agenda Memo

BOARD: City Council

MEETING DATE: October 18, 2021 **PREPARED**: October 12, 2021

AGENDA SUBJECT: City Manager Recruitment Proposals

RECOMMENDATION: City Council review and possible approval of recruiter

<u>Background</u> With a vacancy in the City Manager position, proposals for an executive search to fill the position were requested from The Mercer Group, Inc., Michigan Municipal League and GovHR USA. These three vendors appeared to be ones that were most viable for the Director of Finance position, so they were contacted for the City Manager position.

The hiring of this position is solely the responsibility of City Council and providing the above proposals is meant to help with the process. City Council will need to discuss how you would like to proceed with the process and staff will be provided whatever information or services that Council decides. Additional proposals may be sought from vendors or if there are questions regarding the proposals that have been provided I can return with answers at the next meeting.

City Manager Recruitment Summary

Activity	Mercer Group	GovHR USA	MML
Start Date	Within 7 days	Within 7 days	Within 7 days
Estimated Time	110 days	90-120 days	120 days
Recruiter	Phillip Robertson	Maureen Barry	Glenn Anderson
Location	Louisburg, NC	Northbrook, IL	
Candidate Screening	Υ	Y	Υ
Background Investigation	Υ	Y	Υ
Interview Process	Provide 3-5 candidates Summary of each Schedule interviews	5-6 1 st round 2-3 2 nd round Report on candidates Schedule interviews	Provide list Report on candidates Schedule interviews
Public Meet & Greet Candidate	Υ	Υ	Y
Negotiations	Negotiate agreement	Negotiate agreement	Negotiate agreement
Professional Fees	\$15,000	\$18,500	N/A
Expenses	\$3,000	\$1,500	N/A
Advertising	\$0	\$2,500	N/A
Total Costs	\$18,000	\$22,500	\$19,000
		Less \$1,000 discount for 2	Inclusive of all costs
		<u> </u>	
In-person Interview Cost	Included in price	In price + travel	Includes up to 5 visits

 $\underline{\textbf{Action}}$ Review proposals and discuss how City Council would like to move forward with the recruitment process.

at

Enclosures

PETOSKEY, MICHIGAN

A Proposal to Conduct an Executive Search for a CITY MANAGER

8 October 2021

THE MERCER GROUP, INC.

Corporate Headquarters: 5579 B Chamblee-Dunwoody Suite 511

Atlanta, GA 30338 **Phone** 770-551-0403

FAX 770-399-9749

Raleigh Office:

Phillip Robertson 3443 Highway 39 North Louisburg, North Carolina 27549 Phone 919.496.2080 FAX 919.496.7995 MercerNC@aol.com



3443 Highway 39 North Louisburg, North Carolina 27549 919-496-2080 FAX 919-496-7995 E-mail: mercernc@aol.com

8 October 2021

Alan Terry, Interim City Manager Petoskey, Michigan Via Email: aterry@petoskey.us

RE: Proposal: Executive Recruitment – City Manager

Dear Mr. Terry:

The Mercer Group, Inc. is pleased to provide this proposal to assist the City of Petoskey in developing an applicant pool of well-qualified candidates for the position of City Manager.

We are very interested in assisting the City with this critical project, and if selected to conduct the search, would be able to begin the project within 7 days of notification of award.

The purpose of engaging the services of an executive search firm is to seek out and recruit experienced candidates and to assist the City in selecting highly qualified individuals who meet the profile and needs of Petoskey. The Mercer Group, Inc. is exceptionally well-qualified to assist the City with this project.

We are well experienced in learning the organization's expectations for a City Manager in order to tailor this recruitment to your criteria.

I will direct this search from our Louisburg, North Carolina office. Experienced in executive recruitment and, with our current project load, I can make this project a priority.

From this office, I have conducted the following executive recruitments over the past 15 years:

Arkansas City, Kansas	City Manager	2006	
Federal Heights, Colorado	City Manager	2007	
Liberty, Texas	City Manager	2007	
Hanover Park, Illinois	Chief Information Officer	2007	
Union City, Georgia	City Administrator	2008	
Choctawhatchee Electric Cooperative	Chief Operating Officer	2007	
Tipp City, Ohio	City Manager	2008	
Mooresville, North Carolina	Engineering Manager	2008	
Mooresville, North Carolina	City Manager	2008	
Orange County, North Carolina	Emergency Services Director	2008	
Orange County, North Carolina	County Attorney	2009	
Harrisburg, North Carolina	Finance Director	2008	
Orange County, North Carolina	County Manager	2009	
Decatur, Illinois, Housing	Executive Director	2010	
Lee County, Georgia	County Manager	2011	
Tipp City, Ohio	Library Director	2011	
Holland, Michigan	City Manager	2012	
Troy, Michigan	City Manager	2012	
Yankton, South Dakota	City Manager	2012	
Milliken, Colorado	Town Administrator	2014	
Petoskey, Michigan	City Manager	2015	
Clinton County, Ohio	Port Authority Executive Dire	ctor	2015
Lebanon, Ohio	Finance Director	2017	
Goldsboro, North Carolina	City Manager	2019	

Thank you for the opportunity to respond to this important assignment. I will be pleased to discuss more fully our methods, experience, and performance guarantees either by phone or in person. In the meantime, if you need more information or have any questions, please call me at (919) 496-2080.

Sincerely,

THE MERCER GROUP, INC.

Phillip G. Robertson Senior Vice President

CITY MANAGER CITY OF PETOSKEY -PROPOSAL-

Legal Name of Firm: The Mercer Group, Inc.

Street and Mailing Address: 3443 NC Highway 39 North

Louisburg, North Carolina 27549

Telephone Number: (919) 496-2080

Email: mercernc@aol.com

Name of Authorized Representative: Phillip G. Robertson

Approach

Our approach and style are interactive with the City Manager and staff, forming a partnership with our client to conduct a project.

Methodology

We recommend a seven (7)-step search process as follows:

- <u>Position Analysis</u> We will define work relationships, job qualifications and requirements for the position the "Position Profile."
- Recruitment Process We will recruit regionally and nationally for the position, advertising, and networking to locate and invite qualified candidates.
- **Resume Review** We will identify qualified candidates.
- <u>Candidate Screening</u> We will carefully screen prospective finalists according to the criteria established in the Position Profile and present the most highly qualified to the Town.
- <u>Background Investigation</u> We will thoroughly evaluate candidates invited for interviews.
- Interview Process We will make recommendations and assist in selection.
- <u>Negotiation and Follow-up</u> We will facilitate employment and follow-up to ensure complete integrity of the process.

Each step in the process of a search for the Petoskey City Manager is described below.

Position Analysis

We will have extensive consultation with the City Council, as well as other individuals or groups, to determine the needs and issues, requirements of the job, and to verify information about the environment within which the position functions.

During this process, we will initiate individual telephone interviews with the Council representatives, staff members and others of your choice to identify expectations, perceptions, and concerns regarding the position.

Based on those conversations, we will prepare a draft position profile and review it with Council and assigned staff in order to arrive at a general agreement regarding the specifications for the position.

The final position profile will include information about the City, its goals, major services offered, issues to be faced, the position, the ideal candidate and the selection criteria established.

Recruitment Process

We will review our database to determine those candidates whom we may already know and/or already have on file who may meet the specifications.

Although this process is valuable, we will rely most heavily on our own contacts among other professional associations, ICMA, state associations, and other public sector websites, and other contacts of our own experience. In other words, through "networking", we will conduct a nation-wide professional search for the best qualified candidates and invite them to apply for the position.

Resume Review

We will review and analyze each applicant's background and experience against the position description criteria. We will acknowledge all resumes received and keep candidates informed of their status.

Candidate Screening

Criteria for the preliminary screening will be contained in the approved "Position Profile".

This criteria may include such items as education, technical knowledge, experience, accomplishments, management style, personal traits, etc. Screening of candidates against these criteria will be based on data contained in the resumes and other data provided by the candidates and on our knowledge of the organizations in which they work. At this stage, each must meet the minimum qualifications specified in the Position Profile.

We will be responsible for screening the applications received. This initial screening will be conducted by telephone with both the prospective candidate and with initial references who may know the candidate's background and expertise, in order to establish their *bona fide* credentials.

Once the initial screening is completed, we will select the most qualified prospective candidates who most closely match the criteria established. We will interview those candidates in order to verify their qualifications and other favorable characteristics.

After discussions the Council and assigned staff, we will contact the leading candidates and personally seek a signed release so that we may begin background investigations. We examine candidates' qualifications based upon your selection criteria and evidence of their continuing professional education and upon verifying their particular accomplishments.

Background Investigations

As part of our process in evaluating finalists, we make detailed and extensive reference and background checks.

In conducting these, it is our practice to speak directly to individuals who are now or have previously been in positions to evaluate the candidate's job performance. We complete professional reference checks <u>prior to the interviews</u>. That allows targeting the questioning more effectively, based upon what we have learned about each finalist's performance and style.

We ask each candidate to provide us with references. We then network to other persons who know the candidate. In this way, we thoroughly evaluate each candidate with a 360-degree perspective. We have talked to as many as 35 references concerning a single finalist candidate. These references and evaluations are combined to provide frank and objective appraisals of the top candidates. We also verify past employment difficulties, if any, including any legal action filed against former employers.

As part of our evaluation process, we verify college degrees and check criminal, driving, and credit records. We will recommend background investigation criteria to the Manager, who will make the final decision on the specifics of the background check.

The Mercer Group, Inc. is an equal opportunity employer and recruiter, and as a practice does not discriminate against any employee or applicant for employment on the basis of race, religion, creed, color, gender, sexual orientation, handicap, or national origin.

Interview Process

Based on the preceding steps, a Final Report of your 3-5 finalists for the position of City Manager will be forwarded to the City Council and assigned staff for interviews.

We will prepare a written summary on each finalist. The information will cover, but not be limited to, 1) present position, 2) total years' experience, 3) salary requirements, 4) education, 5) previous positions held, 6) notable projects, 7) management style, 8) skills and abilities, 9) interests, and 10) professional goals.

We will also provide City Council with our recommendations relative to timing, sequencing, location, setting, format, and conduct of interviews with the finalists.

We will provide information about trends in employment, employment contracts and agreements, relocation expenses, perquisites. We will arrange schedules for top candidate interviews and will coordinate the process.

We are prepared to facilitate the deliberations following the interviews of finalists.

Negotiation and Follow-up

We will also mediate the negotiation process relative to salary, benefits, and other conditions of employment. We feel that we can be especially helpful because we work on a fixed fee rather than one based on a percentage of salary. One contingency here is that an agreement may not be able to be arranged. If that is the case, we will work with the City to select an alternate candidate.

Finally, we will notify by letter all unsuccessful candidates who were not recommended for interview of the final decision reached.

Once the new City Manager has been on board for 30 days or so, we will conduct a session with City Council and the new City Manager in order to establish mutual performance criteria and goals for the position. In this regard, we will work with Council to define the role and expectations of the new City Manager.

We will follow-up periodically with the City Council and the new City Manager during the first year in order to make any adjustments that may be necessary.

We will keep the Council closely informed and involved in decisions concerning the search process at all times. We will prepare and submit periodic reports to Council members. These reports will contain a progress report on the recruitment and specific steps to be taken to meet the City's deadlines and an itemization of expenses incurred-to-date and expected to be incurred during each succeeding project step.

Schedule

We propose a 110-day schedule from our start date (approval of the position profile) to the appointment of the new City Manager.

This time may be shortened depending upon the new City Manager having to work a notice at his/her current position.

This schedule can be modified in order to meet the City's requirements.

QUALIFICATIONS AND PERSONNEL

This project will be conducted out of the North Carolina Office located in Louisburg, North Carolina.

Phillip Robertson, Senior Vice President

Mr. Robertson is a senior consultant with the Mercer Group specializing in executive search, compensation and classification studies, and organizational analysis. He engages consulting clients nationwide from our North Carolina office. Mr. Robertson was previously the Management Information Systems Manager for the North Carolina Division of Employment and Training. He has 46 years' experience in the public sector, including serving as Personnel Manager for a Division of the North Carolina State Government.

Research: Joan L. Miller, Vice President

Ms. Miller has a background in research in support of local, state, and federal reporting, grant management and program design.

Phillip Robertson, Senior Vice-President

3443 NC Highway 39 North Louisburg, North Carolina 27549 Office: (919) 496-2080 Cell: (919) 349-7239 Email: mercernc@aol.com

Mr. Robertson has 46 years' experience in the public sector, joining The Mercer Group, Inc. in 1998.

• Executive Searches:

Arkansas City, Kansas - City Manager (2006); Federal Heights, Colorado - City Manager (2007); Liberty, Texas - City Manager (2007); Hanover Park, Illinois - Chief Information Officer (2007); Union City, Georgia - City Administrator (2008); Choctawhatchee Electric Cooperative - Chief Operating Officer (2007); Tipp City, Ohio - City Manager (2008); Mooresville, North Carolina - Engineering Manager (2008); Mooresville, North Carolina - City Manager (2008); Orange County, North Carolina - Emergency Services Director (2008); Orange County, North Carolina -

County Attorney (2009); Harrisburg, North Carolina – Finance Director (2008); Orange County, North Carolina – County Manager (2009); Decatur, Illinois, Housing – Executive Director (2010); Lee County, Georgia – County Manager (2011); Tipp City, Ohio - Library Director (2011); Holland Michigan – City Manager (2012); Troy Michigan – City Manager (2012); Yankton, South Dakota – City Manager (2012); Milliken Colorado – Town Administrator (2014); Petoskey Michigan – City Manager (2015); Clinton County, Ohio, Port Authority – Executive Director (2015); Lebanon, Ohio – Finance Director (2017); and, Goldsboro, North Carolina – City Manager (2019).

• Organizational and Staffing Studies:

Frankfort, Kentucky; Okaloosa Gas District, Florida; Peachtree City, Georgia, Tourism Association, Georgia; Choctawhatchee Electric Cooperative, Florida; and, Hercules, California.

• Compensation and Classification studies:

Hernando County, Florida; Housing Authority of Covington, Kentucky; East Point, Georgia; Martin County, Florida; Ouachita Parish, Louisiana, Public Library; Monmouth, Oregon; Monroe, Georgia; Peachtree City, Georgia; The Development Authority of Peachtree City, Georgia; Pitt County, North Carolina; Okaloosa County, Florida; Okaloosa County, Florida, Detention Center; Martin County, Florida, Sheriff's Office; Henderson, Nevada; Berlin, Connecticut; Choctawhatchee Electric Cooperative, Defuniak Springs, Florida; Duncan, Oklahoma; Calcasieu Parish, Louisiana, Public Library System; Colonial Heights, Virginia; Nye County, Nevada; Decatur, Illinois, Housing Authority; Rochester Hills, Michigan; Garden City, Georgia; Glastonbury, Connecticut; Kitty Hawk, North Carolina; Holly Springs, North Carolina; Sun 'N Lake of Sebring, Florida, Improvement District; Okaloosa, Florida, Gas District; Sunny Isles Beach, Florida; Frankfort, Kentucky; Peachtree City, Georgia, Tourism Association; Sioux City, Iowa; Glen Heights, Texas; Daytona Beach, Florida; Jacksonville, Florida; Osawatomie, Kansas; Gordon College, Barnesville, Georgia; Assisted Housing Risk Management Association, Illinois; Iowa League of Cities; Peachtree City Water and Sewerage Authority, Georgia; Minturn, Colorado; Loma Linda, California; Public Agency Risk Sharing Authority of California, Sacramento; Hercules, California; Mooresville, North Carolina; Salt River Landfill, Scottsdale, Arizona; Jackson County, North Carolina; Clayton State University, Morrow, Georgia; Rhode Island Airport Authority; Vernon, California; Metropolitan District Commission in Hartford, Connecticut; Glenwood Springs, Colorado; Eagle, Idaho; Wethersfield, Connecticut; Davie, Florida; Yankton County, South Dakota; Pensacola, Florida; North Carolina State Firefighters Association; Craven Community College, New Bern, North Carolina; Lee County, Georgia; Cumberland County ABC Board, Fayetteville, North Carolina; Portland, Maine; Hope Mills, North Carolina; Goldsboro, North Carolina; Cheyenne, Wyoming; Huntersville, North Carolina; Spring Lake, North Carolina; Southland Utility Services, Florida; Kentucky League of Cities; Cabarrus County, North Carolina; Nevada City, California; Johnston County, North Carolina; Defuniak

Springs, Florida; Lexington, North Carolina; Kiawah Island, South Carolina; North Carolina Association of County Commissioners; Stokes County, North Carolina.

• Performance Evaluation Systems:

Pitt County, North Carolina; Colonial Heights, Virginia; Sun'N Lake Improvement District, Florida; Peachtree City, Georgia, Water and Sewerage Authority; Village of Carol Stream, Illinois; Rockaway Township, New Jersey; and, Durham, North Carolina (Ongoing).

• Organizational Climate Surveys

Assisted Housing Risk Management Association, Illinois and Horizons of Okaloosa County, Florida.

Additional Experience:

- Former Management Information Systems Director for the North Carolina Division of Employment and Training.
- Former Human Resources Director for a Division of the North Carolina State Government.
- Former Assistant City Manager for Town of Clayton, North Carolina.
- Extensive experience in Grant Management at the Federal, State, and Local levels.
- Extensive experience and expertise with information systems management at the Federal, State, and Local levels.

Mr. Robertson has a MA in Public Administration from Appalachian State University in Boone, North Carolina and a BA in History from Wake Forest University in Winston-Salem, North Carolina. He has also undertaken doctoral work at North Carolina State University in Raleigh, North Carolina.

Joan L. Miller, Vice President

3443 NC Highway 39 North Louisburg, North Carolina 27549 Office: (919) 496-2080

Email: mercer.robertson@aol.com

Ms. Miller has 26 years of experience in municipal government as a planner, housing specialist, grants manager and inspector. She has been employed with the Mercer Group since 2018.

Her areas of expertise include:

- Policy and Procedure Research, Development, and Implementation
- Fiscal Analysis as a Function of Policy Options
- Transportation and Recreation Program Planning and Implementation
- Water Quality Improvements

- Code Enforcement and Residential Rental Inspection
- Comprehensive Plan Development, Modification, and Interpretation
- Environmental Review
- Grants Development, Administration, Reporting and Closeout
- Housing Rehabilitation Program Planning, Development, and Implementation
- Data Collection, Reporting and Interviewing

Ms. Miller is a graduate of North Carolina State University.

PROFESSIONAL FEES AND COSTS

PROFESSIONAL FEE: \$15,000

DIRECT EXPENSES: \$ 3,000

MAXIMUM FEES AND EXPENSES: \$18,000

Direct expenses are primarily for advertising and background checks plus consultant telephone, correspondence, and report preparation.

Additional costs for In-person Interviews

If in-person interviews are being considered, the cost for final candidates to travel to interview with the City is not included. Such costs are typically paid by our clients, on a reimbursement basis, directly to the candidates. These costs are difficult to estimate because they depend on where the candidates are located. Out-of-state costs run as high as \$750 to \$1,000 per person.

The City's cost for The Mercer Group, Inc. for services rendered under our agreement will not exceed the agreed upon price unless an increase is authorized by the City in writing.

We will comply with all applicable laws, rules and regulations of federal, state and local government entities. Our ability to carry out the work required will be drawn greatly from our past experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out this engagement. The results obtained, our recommendations and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

SAMPLE MATERIALS

PRELIMINARY LIST OF BASE QUESTIONS TO BE USED IN THE INTERVIEW PROCESS FOR THE DEVELOPMENT OF THE POSITION PROFILE

CITY OF PETOSKEY, MICHIGAN

City Manager Position Profile Questionnaire for Search Consultant Interviews

1. About the Community

What are the strengths of the Petoskey community that candidates should know about?

What are the community-wide challenges a City Manager should be aware of?

2. About the local government

What are the strengths of the City government in Petoskey?

What are the challenges to a new City Manager for organization, process, services, and expectations?

3. Accomplishments

What are your expectations for accomplishment by the new City Manager during the next two to five years?

Organizational

Community-wide

4. <u>Roles and Relationships</u>

What are your expectations for the relationship between:

City Manager and Council

City Manager and Community

City Manager and Staff

5. Personal and Professional Characteristics

What are the desired personal and professional characteristics of the next successful City Manager in Petoskey?

SAMPLE POSITION PROFILE

The position profile used in the Holland, Michigan recruitment follows:



Holland, Michigan

Position Profile

for

CITY MANAGER

POSITION PROFILE

HOLLAND, MICHIGAN CITY MANAGER

THE MERCER GROUP

Phillip G. Robertson Senior Vice President 3443 Highway 39 North Louisburg, North Carolina 27549 Telephone 919-496-2080 MercerNC@aol.com

Send resume, cover letter, and detailed salary history by November 14, 2011 (Electronic Submission Preferred)

The City of Holland is an Equal Opportunity Employer



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INTRODUCTION

This is an exceptional opportunity to lead a remarkably successful, responsive, and business-friendly municipal government.

Located midway (three hours) between Chicago and Detroit, on the shores of Lake Macatawa, an inland lake that abuts Lake Michigan, Holland is a unique and attractive city. With a population of approximately 35,000, Holland sits amidst a metro area of 120,000 people and is 30 minutes from the Grand Rapids metro area, which approaches 1 million. The City is politically, geographically, economically, and strategically positioned to continue its development as a nucleus for advanced manufacturing, industrial design, tourism, and education.

Holland is recognized as a home of industrial leadership in multiple industries. For decades, the Holland area has been home to leaders in the office furniture industry (Herman Miller and Haworth). Holland is emerging as the North American leader in advanced energy storage manufacturing focused on large-scale lithium-ion battery production for automotive and defense applications (Johnson Controls and LG Chem). These industry-leading companies have recently invested over \$500 million between them and each hosted President Obama within 13 months of each another. Holland also specializes in food processing (for example, Holland has been home to a major Heinz facility for parts of three centuries), the automotive industry (major tier 1 and 2 suppliers call the Holland area home, including Johnson Controls, Magna Donnelly, and Gentex), and industrial design.



Mayor Dykstra and President Obama

FOREWORD

Holland, however, is more than its industrial base, important as that is for the community's overall health. Holland has its roots in traditional Dutch culture, as its early settlers were, not surprisingly, immigrants from the Netherlands. Holland values its history and traditions, as seen in its European-like downtown, abundant arts and cultural scene, and overall ambiance. But, while it honors and respects its past, Holland definitely lives in the present and looks to the future. Today's Holland is alive with diverse cultures, whose influence has created an exciting-and thriving community. Longtime residents cannot imagine living anywhere else; newcomers wonder why they did not move here sooner. Visitors delight in the vast array of recreational activities (not the least of which are the pristine Lake Michigan beaches), visual and performing arts, attractions, and an award-winning downtown boasting exceptional shops, galleries, and eateries. There is even a snowmelt system that keeps the downtown streets and sidewalks snow and ice-free in winter.

History of Holland

Holland was settled in 1847 by Dutch immigrants under the leadership of Dr. Albertus van Raalte. Originally intending to travel to Wisconsin, Van Raalte and his companions ended up completing their journey in Western Michigan. At the time, the land was inhabited by Native Americans of the Ottawa tribe people who had lived near the lake for hundreds of years.

In Holland's early history, Van Raalte was a spiritual leader, as well as overseeing political, educational, and financial matters. In 1847 Van Raalte established a congregation of the Reformed Church in America, which would later be called the First Reformed Church of Holland. On March 25, 1867, Holland was incorporated as a city with Isaac Cappon as the city's first mayor. The city suffered a major fire on October 8–9, 1871, the exact date as the Great Chicago Fire. Though much of the city burned to the ground, the early residents rebuilt their city and Holland has been building ever since.

Since those early days, Holland has seen enormous and nearly unabated population, cultural, and economic growth. Much has changed, of course, over the years. Holland has grown into a diverse community in every way.

However, the people of today's Holland believe that the drive and perseverance of its earliest fore-bearers still remains in this community even today. Holland has a very unusual and special sense of community. People truly live with a sense of togetherness and public-spiritedness. The pride in this place is palpable.

ABOUT CITY GOVERNMENT



City Council

The City of Holland has a City Council/City Manager form of government. As its governing body, Holland's City Council is comprised of eight elected members. Six members are elected by specific wards, and two are elected at-large. Council members serve four-year, staggered terms with half the council up for election every two years. Voters also elect the mayor, who serves for two-years at a time. Municipal elections are consolidated with the general election and held every two years in November of odd-numbered years. City Council is primary responsibility for setting policy and law for the present and future of the city. City Council recognizes that its role generally is that of a policy-making body and has a strong history of appreciating the distinct roles of city management from city council. One of the most important task each year for Council is approving the annual City budget and setting accompanying tax rate.

The City Council and the Mayor appoint the City Manager. The City Manager is responsible for all management functions of the City, including preparation of the budget, delivery of services, hiring of personnel, and implementation of capital projects. The City Manager needs to provide pertinent information to the City Council concerning issues facing Holland. Moreover, the City Council expects the City Manager to keep the council informed on relevant information.

Holland's city government has witnessed remarkable stability over the past quarter century. The city manager, whose retirement created this vacancy, served the city with distinction for 23 years (plus another 4 as an assistant city manager prior to that). There is little turnover among city employees. Even the political leadership has seen remarkable stability: In the 23-year tenure of the last city manager, there have been only 23 different councilmembers and four different mayors.

The City of Holland also boasts a very successful municipal utility – the Holland Board of Public Works – that provides water, wastewater, electricity (including generation), and fiber optic utilities to the City of Holland and beyond. The BPW is managed by a professional staff led by a General Manager. The BPW also has a Board of Directors, appointed by the City Council, to provide oversight of the utilities. All major decisions, including rates and infrastructure improvements, however, must be approved by the City Council. In August, the BPW General Manager announced that he was resigning the position to take a similar job in the state of Colorado. The BPW Board has begun its process of searching for a new General Manager.

ADDITIONAL INFORMATION ABOUT HOLLAND

More Information

For further information about Holland, Michigan, please visit the following:

www.cityofholland.com

www.enjoyhollandmichigan.com

www.holland.org

ISSUES FACING THE POSITION

(The following issues were identified through interviews with the Mayor and Council, the Search Committee, selected Staff, and other Community and

Business Leaders. Successfully addressing these issues will be of primary importance to the new City Manager.)

CONTINUED FINANCIAL STABILITY

The City government is currently in a stable financial situation that needs to be continued through the same strong financial stewardship that was a hallmark of the previous city manager. The existing economic climate has necessitated a "do more with less" operational philosophy that will require the new Manager to identify, prioritize, and address all budgeting, spending and revenue issues. The new Manager will be looked to by the Mayor and Council for advice, options, and guidance regarding ways to increase revenues, identify opportunities for operational savings, and exploration of alternative funding sources.

STRATEGIC PLANNING

The City's development, implementation, and tracking of strategic goals, objectives, and benchmarks is exemplary. The new Manager will be expected to nourish this culture of on-going strategic planning with the Mayor, Council, and with an unrivaled system of private and public partners that is a part of the Holland fabric.

REGIONAL COLLABORATION

Michigan's structure of multiple local governmental units will necessitate a continued emphasis on regional collaboration to address many issues. The new Manager will be expected to spearhead this effort, especially with the nearby jurisdictions (a variety of townships, including four that abut Holland; the neighboring City of Zeeland, as well as the two counties within which Holland lies).

PUBLIC TRUST

It will be important for the new City Manager to continue to maintain the trust and credibility that is currently placed in the City government by the residents and

business community of Holland. Residents and business leaders wish to continue with an open, accessible administration and they want to feel comfortable talking and working with the new Manager. This will entail the new Manager becoming involved with, and in, the community to the same extent as other prominent community leaders.

PUBLIC / PRIVATE PARTNERSHIPS

The City of Holland has one of the most well developed and successfully functioning public / private partnership structures in the nation. The new Manager will be expected to keep this focus from the City's standpoint through operationally and strategically participating with other public and private organizations and stake holders.

HIRING OF EXECUTIVE STAFF, SUCCESSION PLANNING, AND EMPLOYEE DEVELOPMENT

Holland city government and its residents have long benefited from having an exceptionally qualified and expert management team of department heads, as well as experienced staff in many other positions. The new manager will be expected to address all phases of succession planning. Within the next few years, there is a possibility that some department heads and other tenured staff will retire; the new manager will be expected to recruit and hire replacements for these key positions that will, at a minimum, maintain the current operational integrity and cohesiveness of the senior staff. Emphasis also needs to be placed on developing mid-level management expertise within the current staff ranks so that as senior staff continue to leave there are experienced and tenured staff from within to take their place.

PROVISIONS OF THE POSITION

The City Manager is appointed by the Mayor and City Council, based on professional training and qualifications, to carry out the Council's policies and decisions and to ensure that the entire community is being efficiently and effectively served. The City Manager's duties and responsibilities will include the following:

- Sees that all laws and ordinances are faithfully enforced.
- Advises the Council of financial conditions and current and future needs, including well-articulated options.
- Administers the annual budget as adopted by the City Council.
- Manages and supervises departments of the City.
- Appoints and removes, with Council notification, Department Heads and staff of the City.
- Provides leadership and direction in the development of short- and long-range plans.
- Coordinates activities with other elected officials and boards, departments and agencies.
- Provides professional advice on City administration and organization to Council and Department Heads.
- Communicates official plans, policies and procedures to elected officials, City staff, and the general public. Facilitates effective communication between the Council and City management, and the Council and the public.
- Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Receives complaints from staff, residents and the general public and assists in resolving conflicts.
- Prepares studies, reports and related information for decision-making purposes.
- Attends meetings of the City Council, and events at which the Council's attendance may be required.

Compensation: Salary is negotiable depending upon qualifications and experience; there is an attractive and competitive fringe benefits plan.

Performance Planning and Appraisal: A new City Manager can expect to establish mutually agreeable performance goals and measures with the Mayor and Council within the first few months of employment. This will be facilitated by The Mercer Group. The City Manager will be expected to submit a yearly work plan to the Mayor and Council.

Residency, Community Involvement: Within 180 days of the end of his/her probationary period, the City Manager must move his/her residence within a reasonable proximity of the City limits, with strong encouragement that the City Manager live within the city limits. The City Manager will be expected also to take part in and support community events, programs and activities that are related to the quality of life in the community.

At Will Employment Status: The City Manager serves at the pleasure of the Mayor and City Council within the provisions of the employment contract.

Interview Process: After screening and qualification by The Mercer Group, Inc., and approval by the Mayor and Council, candidates will be invited to Holland for introductions and interview with the Mayor and Council, and possibly staff or others. Intensive background investigations will be conducted, which may include visits to the home city of the final candidate(s) as part of the selection process.

THE IDEAL CANDIDATE

Education and Experience

- Bachelor's degree in public administration, business administration or a field closely related to government management. A Master's degree in a related field is strongly desired.
- Minimum of ten years' progressively increasing executive responsibility for revenue enhancement, organization, management, policy formulation and service delivery in a full-service organization approaching the size and complexity of Holland or larger.

- A record of successfully dealing with elected officials and boards, other than and in concert with the City Council.
- A proven record of safeguarding and enhancing the public's trust in local government.
- Fiscally astute with experience in the principles and practice of governmental management, including taxation, budgeting, finance, grantsmanship, environmental protection, human resource management, and program and service delivery and evaluation.
- Solid experience and skill in revenue enhancement, financial management, financial planning and administration of budgets.
- Experience with a broad variety of services, including economic and commercial development, regional governmental collaboration, utilities, land use planning, community development, transportation, and parks and recreation.
- Experience with focused economic development and revitalization programs and initiatives.
- A record of effective hiring and of promoting employee development and leadership, including delegation, accountability, training and rewards for performance.
- A record of customer service and responsiveness to residents, establishing an organizational practice of customer-friendly services.

Working Style, Skills, Knowledge and Abilities

- A participative leader who is comfortable among highly competent and successful people in both the public and private sectors.
- A results-oriented and apolitical Manager who can make difficult strategic decisions and communicate them in a respectful, compassionate manner.
- An individual that keeps the Mayor and Council apprised of potential problems and attendant options, being detail oriented but understanding the amount of detail needed for each interaction or discussion.
- A leader who sets direction, then remains in regular communication with Department Heads to hold them accountable for accomplishments.
- A Manager who supports policy development by the Council and is skilled at translating policy into practice with staff members.
- A person who will become a member of community and civic organizations, appear at community meetings and events, regional planning and service

- partnerships, and neighborhood meetings, and is available for evening or weekend public meetings.
- A leader with the foresight to imagine and anticipate trends, opportunities, and problems. A person who can help to articulate to residents and staff the Council's vision for Holland.
- Someone with a thorough approach to examining alternatives, and presenting well-documented options and recommendations to elected officials in a timely manner, including explanation of alternatives, pros and cons.
- A person who will use demonstrated skills in interpersonal, written and verbal communications to build strong trust with the Council and the public, while enhancing the credibility of City government and the position of City Manager.
- A person who promotes teamwork, shares information willingly, and encourages an open and transparent government.
- A leader who can make a quick decision under pressure when the situation demands.
- A skilled public speaker and presenter with an understanding of the media and the importance of positive public relations.
- Someone familiar with trends in technology useful for city functions.
- A Manager who is aware of local, regional, state and national issues and practices.

Personal Characteristics

- A person of unquestioned honesty, integrity and ethics who demonstrates the highest standards of professional conduct.
- A strategic thinker who serves as a catalyst in developing and implementing initiatives that benefit all residents.
- Someone who is not interested in who gets the credit for good things happening; not a "monument builder".
- A person who is accessible and forthright and respectful with the Council, residents and City staff.
- A person who remains professional in all aspects; has the ability to listen without prejudice.
- Someone with a well-developed sense of humor.

- Someone who understands the need to listen and learn before acting upon initiatives or making significant changes. A person who will tackle approved projects and programs with a "can-do" attitude.
- A relationship-builder with community members, the City Council and staff, and other colleagues. One who brings people together across traditional boundaries and helps to build consensus.
- A person who is sensitive to community history and values, and who enjoys becoming involved in community events and groups.
- Someone with the self-confidence to welcome the experience and expertise of the Council and staff, helping both groups to focus their resources on long-term gains.
- A leader who builds an open rapport with staff members, welcoming consultation on new ideas and problem-solving. A person who respects individuals and values professional development for each.
- An innovative individual of high energy.
- A person who comfortably combines drive and diplomacy.

POSITION ADVERTISEMENT

CITY OF HOLLAND, MICHIGAN CITY MANAGER

This is an exceptional opportunity to manage one of the most successful, responsive and business-friendly municipal governments in the United States.

Located midway (three hours) between Chicago and Detroit, on the shore of Lake Macatawa, which abuts Lake Michigan, Holland is a city like no other. With a population of approximately 35,000, Holland sits amid a metro area containing 120,000 people and is 30 minutes from the Grand Rapids metro area, which approaches 1 million people. The City is politically, geographically, economically and strategically positioned to continue to grow as a center of industry, tourism, commerce, retirement and education.

Holland has a professional staff of more than 200 full-time employees. The manager is appointed by the nine-member Mayor and City Council. During the past 36 years Holland has had two city managers; during the past 20 years, two mayors (the current mayor is running unopposed in the upcoming election). The general fund budget for fiscal year 2010-11 was \$50MM. The number expands to \$150MM with the inclusion of the Holland Board of Public Works, the municipally owned, four-utility enterprise run by a general manager and governed by a board of directors appointed by and responsible to the mayor and city council.

The Holland City Council seeks a professional manager to provide strategic and operational leadership. The ideal candidate possesses an agile financial mind and proven experience with regional collaboration in local multi-governmental environments, demonstrated success with substantial public/private partnerships, hiring executive level managers, succession planning, development of mid-level managers, implementing meaningful strategic planning initiatives, relating effectively with all segments of a diverse community and the capacity to manage organizational change.

Competitive salary DOQ, plus excellent fringe benefits. Bachelor's degree (Master's degree in public administration, business, law or a related field highly preferred) with a minimum of ten years of experience in high level management positions.

If chosen for an interview with mayor and council, a candidate will be required to cooperate with The Mercer Group, Inc. in its conduct of background checks. Send resume; cover letter that demonstrates how your qualifications, interests, and experience coincide with this posting; detailed salary history; and, if desired, a request for confidentiality pursuant to MCL 15.268(h) by November 14, 2011, to Phillip Robertson, The Mercer Group, Inc., MercerNC@aol.com (electronic submission preferred) or mail to 3443 Hwy. 39 North, Louisburg, NC 27549. View an in-depth profile of the position at www.MercerGroupInc.com by clicking on the "Current Searches" tab on the left of the screen. EOE

City of Petoskey, Michigan City Manager

Recruitment Proposal October 8, 2021



630 Dundee Road Suite 225 Northbrook, IL 60062 847-380-3240 info@GovHRusa.com



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About Us

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting processes.

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted more than 700 recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as Outstanding and indicate they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough recruitment brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We are committed to providing you with a pool of candidates that reflects the diversity of your community. We support the following organizations with our time as well as provide financial resources: National Forum for Black Public Administrators, Local Government Hispanic Network, League of Women in Government and Engaging Local Government Leaders.

About the Owners

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer.

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as the Village Manager for the Village of Wilmette, Illinois.

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services. She has worked in Massachusetts, North Carolina, and Illinois.



Our Team

Recruitment Consultant & Main Point of Contact:

Maureen Barry

Senior Vice President 224-282-8306 MBarry@GovHRusa.com

Ryan Cotton

Vice President 616-638-8910 RCotton@GovHRusa.com

Proposal Inquiry:

Laurie Pederson

Administrative Services Director 847-380-3198 <u>LPederson@GovHRusa.com</u>

GovHR Owners:

Heidi J. Voorhees

President 847-380-3240 HVoorhees@GovHRusa.com

Joellen J. Cademartori

Chief Executive Officer 847-380-3239 JCademartori@GovHRusa.com

4



References

Lincoln Park, MI

The following references can speak to the quality of service provided by GovHR.

Charlotte, MI (City Manager, 2021) Michael Armitage, Mayor 111 E. Lawrence Ave. Charlotte, MI 48813 517-543-8852 marmitage@charlottemi.org

Royal Oak, MI (City Manager, 2020) (City Attorney, 2020) Michael Fournier, Mayor 211 S. Williams Street Royal Oak, MI 48067 248-246-3463

djacey@ferndalemi.gov

ccfournier@romi.gov

Ferndale, MI (Director of Public Works, 2021) (Finance Director Virtual, 2021) (Fire Chief, 2020) (City Manager, 2019) (Downtown Development Authority, Executive Director, 2019) Dan Jacey, Director of Human Resources 300 East Nine Mile Road Ferndale, MI 48220 248-546-2378

(City Manager, 2019) Jennifer Richardson, Human Resources Manager 1355 Southfield Rd. Lincoln Park, MI 48146 313-386-1800, ext. 1222 jrichardson@citylp.com

Eastpointe, MI (City Manager - 2019) Sarah Lucido, Council Member City Hall, City of Eastpointe 23200 Gratiot Eastpointe, MI 48021 586-445-3661 slucido@eastpointecity.org Elke Doom, City Manager 313-310-0482

edoom@eastpointecity.org



Scope of Services – Full Scope Recruitment

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

One-on-one or group interviews will be conducted with stakeholders identified by the client to develop the Recruitment Brochure. We have a variety of other options for gathering input:

- > Dedicated email and surveys to obtain feedback from stakeholder groups
- Public Forums conducted by our consultants

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a Position Announcement to be placed on websites and social media

Development of a thorough **Recruitment Brochure** for client review and approval

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website <u>each month</u>. Finally, we develop a database customized to your recruitment and can send an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates in person, via email, and also via telephone.
- Develop a database of potential candidates from across the country unique to the position and to the client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.





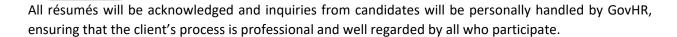
Scope of Services - Continued

- Placement of the Position Announcement in appropriate professional online publications:
 - > Public sector publications & websites
 - Social media
 - LinkedIn (over 15,000 connections)
 - Facebook
 - Twitter
 - Instagram
- GovHR will provide you with a list of advertising options for approval



Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - o References (at least 2 references per candidate will be contacted at this time)
 - o Internet/Social Media search conducted on each finalist candidate



Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic file which contains the candidates' materials with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the client reviewing the recruitment report and providing additional information on the candidates.



Scope of Services - Continued

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- > Develop the first and second round interview questions for your review and comment
- > Coordinate candidate travel and accommodations
- Provide you with interview books that include:
 - Candidates Credentials
 - Set of guestions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening* will be conducted along with additional references contacted:



*Per state and federal regulations

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants, if requested, will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- > Tour of client facilities
- > Interviews with senior staff



Scope of Services - Continued

Phase VI: Appointment of Candidate

- ➤ GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.



Project Timeline – Full Scope Recruitment



Weeks 1 & 2	Phase 1: On Site Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

^{*}In certain recruitments, the above schedule can be condensed to 12-weeks. Please inquire for details.



Full Scope Recruitment - Price Proposal

Summary of Costs:

We are carefully monitoring recommendations from the federal, state and local governments in regards to current COVID-19 restrictions. We are fully operational and can work with you via video and by utilizing electronic files. We will evaluate each request for travel/in person meetings taking into consideration all relevant public health restrictions and recommendations and proceed accordingly. For this reason, we have priced travel as a separate expense.

**Consultant travel expenses are not included in the price proposal and can be quoted if requested to travel.

Possible in-person meetings could include:

- 1. Recruitment brochure interview process
- 2. Presentation of recommended candidates
- 3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Payments for Fees & Services:

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd **Payment:** 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt.

Recruitment Fee:

\$18,500

Recruitment Expenses:

Expenses include candidate due diligence efforts

\$1,500

Advertising:

*Advertising costs over \$2,500 will be placed only with client approval. Client is billed only for actual cost.

\$2,500*

*** Total:

\$22,500**

- **This fee does not include travel and accommodations for candidates interviewed.
- *** GovHR will discount the recruitment fee by \$1,000 on the 2nd recruitment conducted by the City of Petoskey. If the Finance Director recruitment is conducted after the City Manager recruitment, \$1,000 will be discounted from the Finance Director recruitment.



Guarantee - Full Scope Recruitment

GovHR Guarantee

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and advertisements only. This request must be made within six months of the employee's departure.

Why Choose GovHR?

- ➤ We are a leader in the field of local government recruitment and selection with experience in more than 41 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- ➤ We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- ➤ We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.



ACCEPTED:

Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

City of Petoskey, Michigan agrees to retain GovHR USA, LLC ("GovHR") to conduct a City Manager Recruitment in accordance with its proposal dated October 8, 2021. The terms of the proposal are incorporated herein and shall become a part of this contract.

City of Petoskey, Michigan By: ______ Title: _____ Date: _____ Billing Contact: _____ Billing Contact Email: _____ GovHR USA, LLC By: ______ Title: _____



Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



MAUREEN BARRY



Maureen Barry is a Senior Vice President with GovHR USA, specializing in helping public organizations to meet their management resources consulting needs. Widely recognized within her profession for her leadership, capabilities and commitment, she has over 28 years of combined experience working for local governments in the public and private sectors.

Prior to joining GovHR, Maureen spent nearly 13 years as a Municipal/Financial Advisor providing consulting services related to public finance and economic development solutions. She also worked directly for municipalities for 15 years, where among other responsibilities, she performed and managed multiple human resources related functions, including recruitment and selection and various analyses.

Maureen has local government operations expertise and familiarity with public managers and organizations throughout Illinois and the U.S. She has worked with diverse groups of clients and public participants and has a talent for quickly discerning the culture and values of each individual community. She emphasizes the importance of comprehensive planning and consensus-building from the earliest phases of the project and is adept in adjusting the plan as needed along the way. A strong client service ethic is fundamental in Maureen's approach to her engagements. GovHR clients can expect from her an approachable style, clear and steady communication, responsiveness, and effective, reliable, high-quality work products and processes.

PROFESSIONAL EDUCATION

- Master of Public Affairs, Indiana University, Bloomington, IN
- Bachelor of Arts in Political Science, University of Dayton, Dayton, OH
- Qualified Municipal Advisor Representative (Series 50) with the Municipal Securities Rulemaking Board (inactive)
- Certified Independent Professional Municipal Advisor by the National Association of Municipal Advisors (inactive)

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

 Speaker on various public finance and economic development topics at seminars and conferences sponsored by the following organizations from 2008-2018: Illinois City/County Management Association, Illinois Government Finance Officers Association, Illinois Municipal Treasurers Association, Illinois Tax Increment Association, and The Legacy Project, among others.

MEMBERSHIPS AND AFFILIATIONS

- Illinois City/County Management Association (ILCMA)
- International City/County Management Association (ICMA) Conference Scholarship 1995
- Illinois/Government Finance Officers Association (IGFOA and GFOA)

- Women in Public Finance (WPF) Chicago Chapter Board member
- Lambda Alpha International (LAI), Ely Chapter, Chicago (Land Use Economics and Development)
- National Association of Municipal Advisors (NAMA)
- Illinois Tax Increment Association (ITIA)
- Council of Development Finance Agencies (CDFA)
- Illinois Municipal Treasurers Association (IMTA)
- The Legacy Project (Advancing Women in Local Government)
- Rotary Club of Wilmette Harbor Past President, Past Foundation Board & Committee Chair, Board Member
- Rotary District 6440 Past District Treasurer, Finance Committee/Chair, Grants Committee

PROFESSIONAL BACKGROUND

15 Years of Local Government Leadership and Management; 13 years of Municipal/Financial Advisory Consulting

- Director/Municipal Advisor, Stern Brothers & Co., Chicago, IL 2019-2020
- Senior Municipal Advisor/Vice President, Ehlers & Associates, Inc., Chicago, IL 2008-2019
- Assistant Village Manager, Village of Wilmette, IL 2004-2008
- Assistant to the City Manager, City of Evanston, IL 2000-2004
- Management Assistant/Intern, City of Glendale, AZ 1995-2000
- Intern, Montgomery County Parks & Grounds, Dayton, OH 1992



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RYAN COTTON



Ryan Cotton is a Vice President with GovHR USA, and has over 35 years of experience as a local government management professional in four communities in two states including Montpelier, Vermont and Grand Haven, Spring Lake and Holland, Michigan. Mr. Cotton is an ICMA Credentialed Manager.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, Michigan from 2002 to 2012 and as City Manager in Grand Haven, Michigan from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, new intergovernmental agreements resulted in shared and expanded services. Mr. Cotton facilitated multiple community consensus building opportunities including master plans and strategic plans.

Prior City Manager services were provided to Montpelier, Vermont from 1986 to 1994 where Mr. Cotton grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns on municipal recruitment and team building. In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton also served in leadership roles for regional services and on statewide boards.

Ryan has extensive grant experience in Illinois, Michigan, and Vermont. He brought in more than \$20 million in grants and other non-local tax funding to communities he served-- achieving a 95% success rate.

PROFESSIONAL EDUCATION

- Master of Arts degree in Political Science, Western Michigan University
- Master of Public Administration degree, University of Kansas
- Bachelor of Arts degree in Public Administration, Miami University, OH

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Adjunct Instructor, Grand Valley State University and Hope College
- West Michigan Green Infrastructure Conference, Michigan Department of Environmental Quality Grand Valley State University, Grand Rapids, Michigan, 2015
- Testimony to State of Michigan House and Senate Committees, On-Bill Energy Legislation, resulting in eventual adoption and Governor's signature, 2014
- Michigan Association of Municipal Attorneys, The ABCs for Municipal Attorneys, Lansing, Michigan, 2009
- Testimony to the State of Michigan House Committee on Land Use and the Environment, Impact Fees, 2013
- Michigan City Management Association, Community Information Systems, Ypsilanti, Michigan, 1999

- Michigan Municipal League, Building a Sense of Place Grants, Muskegon, Michigan, 1998
- Vermont Association of Realtors, Impact Fees and Cities, 1988
- National Caucus of New England Legislators, Growth in New England, in Manchester, New Hampshire, 1988
- International City Manager Association National Conference, Service Request Systems, San Antonio, Texas, 1984

MEMBERSHIPS AND AFFILIATIONS

- Michigan Local Government Managers Association, Former Board of Directors
- West Michigan Strategic Alliance, Former Board of Directors

PROFESSIONAL BACKGROUND

•	City Manager, Holland, MI	2012-2017
•	Village Manager, Spring Lake, MI	2002-2012
•	City Manager, Grand Haven, MI	1995-2002
•	City Manager, Montpelier, VT	1986-1994
•	Assistant City Manager, Upper Arlington, OH	1984-1986
•	Assistant to the City Manager, Lake Forest, IL	1982-1984



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TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Alabama	Lee County	Chief Administrative Officer	166,831	2021
	Alaska	Bethel	City Manager	6,500	2019
		Homer	City Manager (Professional Outreach)	5,300	2019
		Seward	City Manager	2,693	2019
		Unalaska	City Manager	4,768	2017
	Colorado	Eagle	Town Manager	6,739	2017
		Englewood	City Manager	34,957	2019
	Connecticut	Cheshire	Town Manager	29,261	2017
		East Hampton	Town Manager	13,000	2019
		Enfield	Town Manager	45,246	2015
		2	To this manage.	.5,2 .5	2018
					2020
		Meriden	City Manager	60,838	2018
	Delaware	Newark		33,398	2018
	Florida	Gainesville	City Manager		
	FIOTIUA		Assistant City Manager	133,997	2021
		Lakeland	City Manager	110,000	2020
		Largo	Assistant City Manager	82,244	2018
		Palm Beach	Assistant City Manager	85,933	2021
	Georgia	Decatur	Assistant City Manager	25,000	2018
			City Manager	25,000	2018
	Illinois	Algonquin	Village Manager	30,947	2012
		Arlington Heights	Village Manager	75,525	2014
		Barrington	Village Manager	10,455	2018
		Bensenville	Village Manager	20,703	2015
		Bloomington	City Manager	78,005	2018
		Buffalo Grove	Village Manager	42,909	2010
		Carbondale	City Manager	25,092	2011
		Cary	Village Administrator	18,713	2011
		Centralia	City Manager	13,000	2020
		Clarendon Hills	Village Administrator	8,653	2014
			Village Manager	8,653	2010
		Crest Hill	City Administrator	21,169	2015
		Decatur	City Manager	76,178	2014
			212, 112.12.00	,	2018
			Deputy City Manager	76,178	2019
		DeKalb	City Manager	43,849	2018
		DCRaid	City Wanager	44,862	2013
		Dixon	City Manager	18,601	2015
		East Moline	City Administrator	21,300	2011
		Fact Doorie	City Administrator	22 502	2016
		East Peoria	City Administrator	23,503	2016
		Effingham	City Administrator	12,384	2010
		-1.1	a	12,577	2018
		Elmhurst	City Manager	43,300	2010
		Forsyth	Village Administrator	3,490	2021
		Fox Lake	Village Administrator	10,550	2013



TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
					2021
		Freeport	City Manager	25,000	2017
		Galesburg	City Manager	33,706	2010
		Geneseo	City Administrator (Virtual)	6,500	2019
		Glen Ellyn	Assistant Village Manager	27,000	2013
			Village Manager	27,000	2010
		Glencoe	Assistant Village Manager	8,723	2015
			Village Manager	8,723	2013
		Hanover Park	Village Manager	38,510	2012
		Highland Park	City Manager	31,365	2011
		Hinsdale	Village Manager	16,816	2013
		Homer Glen	Village Manager	24,220	2011
		Homewood	Assistant Village Manager (Virtual)	19,464	2017
		Inverness	Village Administrator	7,400	2013
		Joliet	City Manager	147,500	2013
					2017
		Kenilworth	Village Manager	2,562	2012
		La Grange	Assistant Village Manager (Virtual)	15,732	2017
		La Grange	Village Manager	15,732	2017
		La Grange Park	Assistant Village Manager	13,579	2020
		Lake Bluff	Assistant to the Village Manager	5,700	2016
		Lake Forest	City Manager	19,375	2018
		Lake Villa	Village Administrator	8,774	2013
		Lake Zurich	Village Manager	19,631	2015
		Libertyville	Village Manager	20,431	2016
		Lincoln	City Administrator	14,500	2014
			Assistant Village Manager/Community		
		Lincolnshire	Development Director	7,500	2016
			Village Manager	7,500	2012
		Lindenhurst	Village Administrator	14,468	2017
		Lombard	Village Manager	43,165	2013
		Marengo	City Administrator	7,614	2011
		Mettawa	Part-time Village Administrator	500	2010
		Mokena	Village Administrator	19,042	2015
		Moline	City Administrator	43,100	2017
		Monmouth	City Administrator	9,444	2014
		Morton Grove	Village Administrator	23,500	2011
		Mt. Prospect	Village Manager	54,771	2015
		Mundelein	Village Administrator	31,385	2020
		New Lenox	Village Administrator	25,000	2011
		Niles	Village Manager	30,001	2021
		Normal	City Manager	54,264	2017
		Northbrook	Village Manager	35,000	2021
		Oak Brook	Village Manager	7,883	2014
			Assistant Village Manager/Human		
		Oak Park	Resources Director	52,000	2019



TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
		Orland Park	Village Manager	60,000	2016
					2019
		Palos Heights	City Administrator (Virtual)	12,480	2021
		Pekin	City Manager	33,223	2016
		Pingree Grove	Village Manager	10,000	2020
		Princeton	City Manager	7,700	2011
		Princeton	City Manager	7,700	2019
		River Forest	Village Administrator	11,635	2010
		Rock Island	City Manager	39,684	2011
		Savoy	Village Administrator (Virtual)	8,607	2020
		Schiller Park	Village Manager	11,870	2015
		Shorewood	Village Administrator	17,495	2018
		Skokie	Village Manager	65,000	2013
		Tinley Park	Village Manager	58,000	2013
		Vernon Hills	Village Manager	25,911	2021
		Villa Park	Assistant Village Manager (Virtual)	22,038	2021
		Volo	Village Administrator	3,300	2013
		Washington	City Administrator	15,700	2015
		Wauconda	Village Administrator	13,758	2013
					2017
					2021
		Willowbrook	Village Administrator	8,967	2019
		Winnetka	Assistant Village Manager	12,422	2019
		Woodridge	Village Administrator	32,971	2017
	Indiana	Munster	Town Manager	23,603	2014
		St. John	Town Manager (Professional Outreach)	18,047	2020
	Iowa	Bondurant	City Administrator	5,493	2017
		Burlington	City Manager	25,663	2011
		Knoxville	City Manager	7,300	2021
		Muscatine	City Administrator	23,819	2020
		Newton	City Administrator	15,000	2016
		Washington	City Administrator	7,266	2011
		Webster City	City Manager	8,000	2016
		West Liberty	City Manager	3,736	2013
		Windsor Heights	City Administrator	4,860	2019
	Kentucky	Paducah	City Manager	24,850	2021
	Maryland	Greenbelt	City Manager	23,753	2016
		Hagerstown	City Administrator	40,612	2015
		Sykesville	Town Manager	3,941	2019
		Westminster	City Administrator	18,522	2021
	Massachusetts	Cambridge	City Manager	110,000	2016
		Eastham	Town Administrator	4,956	2016
		Provincetown	Town Manager	2,990	2015
		Williamstown	Town Manager	8,400	2015
	Michigan	Adrian	City Administrator	20,676	2018
		Albion	City Manager	8,337	2018



TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
		Alpena	City Manager	10,410	2012
		Caro	City Manager	4,208	2012
		Charlotte	City Manager	9,100	2020
		Delta Charter Township	Township Manager	32,400	2014
		Eastpointe	City Manager	32,673	2019
		Ferndale	City Manager	20,428	2019
		Hamtramck	City Manager	21,752	2017
		Kalamazoo	City Manager	75,000	2013
		Lincoln Park	City Manager	36,665	2019
		Oakland Township	Township Manager	16,779	2013
				19,132	2018
		Rochester	City Manager	13,000	2015
		Royal Oak	City Manager	59,112	2019
		Royal Oak Township	Township Manager	2,600	2021
		Troy	Assistant City Manager	83,813	2019
			City Manager	83,813	2018
	Minnesota	St. Louis Park	City Manager	48,662	2021
		Waconia	City Administrator	13,500	2021
		Woodbury	Assistant City Administrator	68,820	2017
	Missouri	Ballwin	City Administrator	30,181	2020
		Cape Girardeau	City Manager	38,000	2020
		Ferguson	City Manager	21,111	2015
		Maryland Heights	City Administrator	27,436	2015
		Republic	City Administrator	15,590	2016
		South Lyon	City Manager	11,327	2018
		University City	Assistant City Manager	35,172	2020
			Assistant to the City		
			Manager/Communications Director	35,172	2018
			Assistant to the City Manager/Director		
			of Human Resources	35,172	2020
			City Manager	35,172	2017
		Warrensburg	City Manager	20,200	2021
		Webster Groves	City Manager	22,800	2020
		Wildwood	City Administrator	35,517	2014
			City Manager	35,524	2019
	Nevada	Boulder City	City Manager	16,207	2021
	New Hampshire	Portsmouth	City Manager	21,796	2019
	New Jersey	Waldwick	Borough Administrator	9,800	2015
	New York	Long Beach	Deputy City Manager (Virtual)	33,275	2021
		Mamaroneck (Town)	Town Administrator	29,156	2021
		Mamaroneck (Village)	Village Manager	19,426	2018
		Scarsdale	Village Manager	17,500	2021
	North Carolina	Fayetteville	Assistant City Manager	210,000	2012
					2017
					2018
	North Dakota	Minot	City Manager	45,700	2020



TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
	Ohio	Oberlin	City Manager	8,390	2016
	Pennsylvania	Ferguson Township	Township Manager	18,300	2017
		Mt. Lebanon	Municipal Manager	33,137	2015
		South Fayette Township	Township Manager	14,416	2018
	Rhode Island	North Kingston	Town Manager	26,326	2015
	Texas	Austin	Deputy City Manager	885,000	2021
		Burleson	City Manager	36,990	2011
				43,960	2018
		Garland	Assistant City Manager	233,206	2016
		McKinney	Assistant City Manager	191,645	2019
		Missouri City	Assistant City Manager	74,139	2019
	Virginia	Chesapeake	City Manager	245,000	2019
		Portsmouth	City Manager	96,000	2020
		Salem	City Manager	25,643	2019
		Virginia Beach	City Manager	442,707	2019
	West Virginia	Bridgeport	City Manager	8,582	2019
		Morgantown	City Manager	31,000	2016
	Wisconsin	Baraboo	City Administrator	12,048	2019
		Bayside	Assistant Village Manager	4,400	2019
		Bellevue	Village Administrator	15,524	2018
		Beloit (City)	City Manager	36,966	2015
		Beloit (Town)	Town Administrator	7,083	2016
					2020
		Brown Deer	Village Manager	12,000	2012
		Burlington	City Administrator	10,511	2014
		Cedarburg	Town Administrator	11,475	2015
		Fon du Lac	City Manager	43,021	2012
		Fort Atkinson	City Manager	12,300	2012
		Franklin	Director of Administration	36,155	2019
		Glendale	City Administrator	12,920	2016
		Harrison	Village Manager	13,185	2021
		Hartford	City Administrator	14,251	2015
		Hobart	Village Administrator	8,500	2016
		Janesville	City Manager	63,480	2013
		Lake Geneva	City Administrator	7,710	2015
		Lisbon	Town Administrator/Clerk	2,521	2014
		Monroe	City Administrator	10,827	2020
		Oak Creek	City Administrator	35,243	2016
		Plymouth	City Administrator/Utilities Manager	8,540	2020
		,	Director of City Services	8,540	2010
		Prairie du Chien	City Administrator	5,900	2017
		Princeton	City Administrator	1,504	2010
		Racine	City Administrator	78,200	2016
		Rhinelander	City Administrator	7,800	2018
		Richfield	Village Administrator	11,500	2009
		Rome	Town Administrator	2,720	2016
		.,		2,720	_010



TYPE	STATE	CLIENT	POSITION	POPULATION YEAR
		Shorewood	Village Manager	13,331 2017
		Waukesha	City Administrator	71,000 2012
				2014
		West Bend	City Administrator	31,000 2016
		Whitewater	City Manager	14,300 2012



EXECUTIVE SEARCH PROPOSAL

City of Petoskey



October 12th, 2021

Prepared by the Michigan Municipal League
Emily Kieliszewski
Member Programs Manager, Mem-

Member Programs Manager, Membership Engagement

1675 Green Rd Ann Arbor, MI 48105

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City of Petoskey John Murphy, Mayor 101 E. Lake St Petoskey, Michigan, 49770



October 12th, 2021

Dear Mr. Murphy,

The Michigan Municipal League is pleased to offer the City of Petoskey our assistance in selecting its next City Manager. The League is committed to strengthening Michigan communities, and works hand-in-hand with our members to provide the tools needed to effectively manage and develop their city. This close relationship gives the League a deep understanding of a community's needs and challenges, and makes us uniquely qualified to provide a comprehensive executive search service.

The League's executive search service is designed to ensure the best possible match between a community and its top administrator, with the ultimate goal of providing them with a highly-qualified leader who will add tremendous value to the city. To that end, we are dedicated to serving the needs of our clients before, during, and after a search process. Our service is focused exclusively on Michigan communities, but our recruitment is nationwide. We manage an unparalleled network of applicants, almost half of whom are from outside the state.

Each search process is tailored to meet the community's specific needs and goals. We work closely with our clients to gain a full understanding of the priorities as a basis for structuring the search process. We facilitate consensus-building around the attributes a community is looking for to gain a complete picture of the desired candidate's experience, qualifications, and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.

A typical search requires at least 120 days to complete. The timeline varies on a number of factors including the timing of ad placement, the availability of candidates, city officials, and the needs of the city.

Feel free to contact the League with any questions or to request an in-person presentation from one of our search facilitators.

Thank you, Emily Kieliszewski

PROPOSAL FOR EXECUTIVE SEARCH

City of Petoskey – City Manager SERVICE SUMMARY

Our executive search service includes the following activities, which are accomplished over the course of **up to five** personal visits with the search facilitator:

Profile Phase (Page 5)

- Engagement of elected officials and city staff in the profiling process to facilitate consensus building around necessary skills, knowledge, attributes, and team leadership expectations;
- Solicitation of feedback from city-identified stakeholders (community, neighborhood, and business leaders) during the profiling process to gather input as well as seeking stakeholders' prerequisites for an administrative executive (page 5);
- Development of an extensive candidate and community profile featured within a professionally designed recruitment brochure;
- Review of current compensation and benefits packages, and recommendations based on market conditions

Advertisement Phase (Page 6)

- Featured placement in League's online classifieds which receive 5,000+ hits per week;
- Advanced marketing and promotion of position utilizing nationwide recruitment boards as well as the League's social media outlets with more than 5,000 followers;
- Direct recruitment of passive candidates through an exclusive direct email to Michigan municipal managers and others as appropriate

Screening & Shortlist Phase (Page 6)

- Pre-screening activities including review of social media activity, general online screening, and other public information;
- Application analysis, personal screening of viable candidates, and reference checks;
- Develop a shortlist of candidates to present for the city's consideration

Interview & Selection Phase (Page 7)

- Guidance and recommendations on a robust interview format and process;
- Assistance with, and attendance at, a public forum for an informal "meet and greet" function to solicit community feedback of semi-finalists (page 6);
- Development of customized interview questions and attendance during the entire interview process

Final Phase (Page 8)

- Extension of the conditional offer of employment and initiation of contract negotiation; and
- Completion of a full background check performed by a third-party of selected finalist

Why the League

The Michigan Municipal League has been committed to providing the best possible advocacy, resources, and services to Michigan's communities since 1899. With the League's intimate knowledge of the needs and challenges facing local government, we are in a unique position to provide a comprehensive executive search service for Michigan's communities.

The League offers executive search services as a resource to Michigan's communities to help strengthen the quality of municipal government and administration through the successful placement of public leaders. Key features of the League's search services include the following:

- The League has been providing executive search services exclusively to Michigan communities since 1998!
- All four of our recruiters are highly respected former public administrators in Michigan, each with decades of local government experience and proven records of success.
- Every search is facilitated by one of our highly specialized recruiters who work closely and collaboratively with our community clients throughout the entire search process.
- The League and its recruiters have extensive knowledge of Michigan's Freedom of Information Act (FOIA) and Open Meetings Act (OMA), and how they impact the recruitment process.
- We utilize state, national, and international recruitment and promotion sources to solicit a broad pool of
 potential candidates, including a variety of customized web announcements, our own exclusive email
 database, and our strong social media presence. Through these efforts, we've found that almost half of our
 applicants come from out of state!
- While our reach is far and wide, our small team approach allows for excellent customer service, close communication and collaboration with clients, and strong and effective communication and collaboration with other League recruiters which helps ensure a successful search.

As Michigan's most dedicated and longest-serving association for Michigan municipal government, we offer an abundance of programs and services beyond executive searches to help our member communities sustain highly livable, desirable, and unique places within the State. These include state and federal advocacy, placemaking and engagement techniques, legal and insurance services, education on a multitude of municipal topics, and so much more.

When you work with the League, you aren't just selecting a recruitment firm. You are reaffirming a partnership established over 100 years ago that is dedicated to help inspire positive change for Michigan's greatest centers of potential: its communities.

Your facilitator

Glenn Anderson will be assigned to the City of Petoskey's executive search. All of our facilitators understand the unique skills and abilities required to succeed in this environment. They are among the most highly-regarded and well-respected public managers in the state and bring immeasurable credibility to a search process. They have well-established professional networks and are highly trusted and approachable within the public employment field.

Here is a closer look at your assigned facilitator:



GLENN ANDERSON

Glenn Anderson will serve as the primary recruiter for the City of Petoskey and will perform and/or coordinate the majority of the services within this proposal. Mr. Anderson has over 38 years of successful municipal management, downtown development, community development, and economic development experience. He has served as village manager with the Village of Baraga, the Village of Ontonagon, and as City Manager with the City of Hancock. He has served on the Board of the Portage Lake Water and Sewer Authority, and served as President of the Michigan Tech SmartZone Board of Directors. He received his Bachelor's degree from Carthage College and his Master's degree from Northern Michigan University.

Additional Project Team

Emily Kieliszewski will serve as the primary point of contact regarding negotiation and contractual matters and will provide overall project oversight and administration. Ms. Kieliszewski serves as the League's Member Programs Manager administering various member services offered within the league. Ms. Kieliszewski joined the League in 2016, is a graduate of Michigan State University, and holds a bachelor's in political science.

Heather Elliott will serve as the project coordinator for this search providing research, task coordination, and administrative support, and will be available to the city during every step in the process. Ms. Elliott is a graduate from Ferris State University with a concentration in political science.

Additional internal staff may be utilized to assist with media and press releases, clerical, financial, and other tasks related to this project.

SEARCH PROCESS

Profiles Phase

To begin the search process, the search facilitator will coordinate a work session with council as well as meet with staff and city-identified stakeholders to develop a comprehensive recruitment profile. During these sessions, the facilitator will spur the development of an ideal recruitment profile that the city can agree on and be proud of. This ensures the quality of applicants recruited, as well as manages and clarifies the expectations of the new position.

- The recruitment profile has two primary components:
 - The Candidate Profile details the qualifications, experience, and professional characteristics required for the position. It is designed to reflect the goals and priorities of the community, and goes beyond what is normally found in succinct ad language. The completed profile is used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection. An essential part of developing the candidate profile is for the community leaders to work with the facilitator to make sure desired qualifications match available financial resources.
 - The Community Profile provides a description of the position, the organization (i.e. organizational structure, culture, services provided, etc.), and the community itself. This component is an excellent opportunity to highlight the quality of life aspects of your city or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths, and cultural or entertainment opportunities.)
- The profile is used to develop a professionally designed recruitment brochure that will be featured on the League's classifieds page, which receives an average of 5,000 hits per week.
- During the profiling meeting, the facilitator will provide salary information and recommendations in order to attract the best applicants.
- Note: It is important for council to consider the salary recommendations carefully to create a competitive
 posting, one which will attract candidates to meet your expectations. If the community chooses to offer a
 compensation package outside of the range of the facilitator recommendations, we cannot guarantee a
 successful recruitment.

Advertisement Phase

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to widest and most appropriate audience. To accomplish this, we will develop an outreach and advertisement campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought, such as:

- Utilization of our extensive network of professional contacts to identify professionals in transition and managers who may have an interest in the opportunity;
- Featured placement on the League's Classified Ads website, featuring the full recruitment brochure;
- ICMA Website:
- League social media outlets;
- Professional associations as appropriate (i.e. MGFOA, MAP, MME, etc.); and
- Other professional organizations as appropriate to encourage a diverse pool of candidates.

Screening & Shortlist Phase

We receive resumes directly and assess each applicant against the criteria established in the recruitment profile to identify viable candidates who most closely meet the municipality's requirements. Following the closing date for receipt of resumes, the League will proceed with resume review and prescreening interviews by:

- Assessing each applicant against the criteria established in the recruitment profile.
- Conducting initial prescreening and online searches, as well as screen the top candidates either by phone or in person.
- Conducting preliminary reference reviews to verify an applicant's prior work history and learn more about the candidates' experience, past performance, and management style.

At the conclusion of the initial screening process, we will:

- Present a confidential summary of the applicants and their qualifications. This serves as the basis for a suggested "shortlist" of candidates for further consideration.
- After discussion and consideration, Petoskey officials will determine whom to invite for personal interviews.
- Note: Once invitations to interview have been extended and accepted, the names and resumes of
 candidates are no longer protected by confidentiality. Until that time, we closely guard the identity of
 confidential applicants to ensure your search process yields the strongest pool of candidates. Please note
 that we do not ever release the name, resume, other identifiers, or application materials of confidential
 applicants who are not qualified candidates. We only lift confidentiality for candidates who agree to
 participate in the interview process.

Interview and Selection Phase

Once a list of final candidates has been developed, we will:

- Assist in coordinating and scheduling interviews;
- Coordinate and attend community forums, held as an informal "meet and greet" between candidates and residents to gather community feedback of the semi-finalists;
- Offer recommendations on an appropriate and robust interview format and process;
- Develop interview questions that focus on the priorities outlined within the candidate profile;
- Offer guidance and advice concerning appropriate interview topics; and
- Attend and participate in the entire interview process.

At the conclusion of the interview process, the facilitator will:

- Facilitate discussion and evaluation of each candidate.
- Help the community reach consensus on a final candidate from the finalists provided. In the unlikely event
 that consensus cannot be reached by the elected body, the parties agree that the League will have met its
 contractual obligation.
- Note: While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the municipal attorney to be apprised of the proposed interview and selection process.
- Note: Keep in mind that our search facilitators do not presume to choose the best candidate for the
 position. That important decision is completely at the discretion of the municipality. Rather, we aide in
 assessing interview responses and how they relate to the objective criteria established in the candidate
 profile and provide related guidance and expertise.

Final Phase

After the community has chosen a candidate, the search facilitator will perform the following tasks:

- Extend a conditional offer on behalf of the client and initiate contract negotiations between the two parties. Please note that the facilitator does not advocate for either party.
- Initiate a thorough background check, as well as conduct additional reference reviews as necessary. The
 background check is processed by a contracted third party who specializes in employment investigation and
 includes:
 - Federal, state, and county criminal check;
 - Civil record search;
 - Employment and education verification;
 - Credit and driving check; and
 - Sex offender registry.
- Once an agreement is reached with the individual selected for the position, the facilitator will perform closing tasks, such as personal notification of unsuccessful candidates.
- Note: In the unlikely event that an offer is withdrawn from the finalist, the finalist withdrawals from the
 search, or if negotiations fall through, the League will work with the city to determine what additional steps
 should be taken. There are generally a few different options available to address these situations and your
 search facilitator will work with the City to determine the best option for your community. Under certain
 circumstances, however, additional fees may apply.

Search Timeline

Timing is critical in an executive search and any delay in action can often result in losing a highly sought-after candidate. We encourage our client communities to establish a well-defined project timeline with the search facilitator at the first meeting to ensure the process moves quickly and positions the community to compete for the best talent. An approximate timeline is provided below with the first profiling meeting as the start date.

WEEK 1-3	Hold Initial Meeting(s): Create Profiles, Recruitment Strategy, Ad Language
WEEK 3	Place Advertisements
WEEK 3-6	Direct Recruitment, Active Solicitation of Candidates
WEEK 3-7	Application Screening, Initial Reference Checks
WEEK 8-9	Develop Short List, Meet and Review Candidates
WEEK 11-12	Conduct Interviews
WEEK 13-14	Extend Conditional Offer
WEEK 15	Conduct Background Check
WEEK 16	Perform Close Out Activities

Our Clients

The League has completed hundreds of executive searches since 1998. Many of our clients return to the League for executive search assistance because of their satisfaction with our work and their trust in the League to do its best for their community. Listed below are searches the League has performed in recent years:

Client	Position	Year	Population
Missaukee County	County Administrator	2021	14,849
Ionia	City Manager	2021	11,394
Farmington Hills	City Manager	2021	79,740
Elk Rapids	Village Manager	2021	1,642
Riverview	Police Chief	2021	10,694
East Grand Rapids	City Manager	2021	10,694
Clare	City Manager	2020	3,118
Flint	Finance Director	2020	102,434
Flint	Human Resources Director	2020	102,434
Ogemaw County	County Administrator	2020	21,699
Vassar	City Manager	2020	2,697
Quincy	City Manager	2020	1,652
Ishpeming	City Manager	2019	6,445
Grosse Pointe Park	City Manager	2019	11,125
Sault St Marie	City Manager	2019	13,631
Albion	City Manager	2019	8,285
Scottville	City Manager	2019	1,214
Caledonia	Village Manager	2019	1,511
Ludington	City Manager	2019	8,061
Gladwin	City Manager City Manager	2019	2,884
Battle Creek	Fire Chief	2018	52,347
Dewitt Township	Township Manager	2018	14,321
Hancock	City Manager	2018	4,634
Hart	City Manager	2018	2,126
Stanton	City Manager	2018	1,417
Cass City	City Manager	2017	2,428
Eaton Rapids	City Manager	2017	5,214
Emmet County	County Administrator	2017	32,694
Fraser	City Manager	2017	14,480
Gladstone	City Manager	2017	4,973
Lathrup Village	City Administrator	2017	4,075
Otsego	City Manager	2017	3,956
Rockford	City Manager	2017	5,719
St. Johns	City Manager	2017	7,865
Allegan	City Manager	2016	4,998
Benton Harbor	Finance Director	2016	9,889
Berkley	City Manager	2016	14,970
Bloomfield Hills	City Manager	2016	3,869
Durand	City Manager	2016	3,446
Elk Rapids	Village Manager	2016	1,642
Flint	DPW Director	2016	97,738
Frankenmuth	City Manager	2016	4,944
Grand Rapids	City Attorney	2016	196,251
Grand Traverse County	Finance Director	2016	91,914
Grand Traverse County	Human Resources Director	2016	91,914
Gratiot County	County Administrator	2016	40,932
Lowell	City Manager	2016	3,783
Mount Clemens	City Manager	2016	16,340
Scio Township	Township Manager	2016	17,423
St. Joseph	Public Safety Director	2016	9,804
St. Joseph	Finance Director/Clerk	2016	9,804
Union Township	Township Manager	2016	7,615
	- 1	-	-,

Pricing

The League provides a fixed price of \$19,000 for the standard executive search services outlined within this proposal, which includes both professional fees and project expenses (advertising, travel, etc.). Additional fees for optional services are provided below.

Services performed that extend beyond the scope of this proposal, including additional visits with the facilitator, will be billed at a rate of \$75 per hour plus the actual cost of related expenses.

This quoted price is guaranteed for 90 days from the date of this proposal. Invoices for the League services shall be submitted in two installments: at the halfway point and upon completion. Invoices shall be payable within 30 days.

Terms of Service

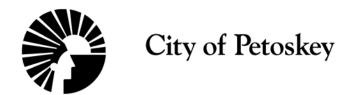
This agreement is effective upon execution. This agreement may be terminated by the client or the League should the other fail to perform its obligations hereunder. In the event of termination, the client shall pay the League for all services and expenses rendered to the date of termination.

Our Promise

The League is committed to providing the best possible outcome and employment match for the community. Therefore, we strongly encourage the management professionals placed to comply with Tenet 4 of the ICMA Code of Ethics, which sets a term of employment with a local government. In the highly unlikely event that the incumbent voluntarily vacates the position within two years of placement, the League will offer another search with direct advertising costs being the only cost to the community.

The League welcomes the opportunity to assist the City of Petoskey with the search for its next City Manager. Please feel free to contact me with questions about our service or this proposal.

Please provide authorized signature below to officially engage the League to provide the executive search services outlined within this proposal dated October 12th, 2021.				
IN THE AMOUNT OF \$				
AUTHORIZED SIGNATURE				
TITLE	DATE	-		



Agenda Memo

BOARD: City Council

MEETING DATE: October 18, 2021 PREPARED: October 13, 2021

AGENDA SUBJECT: Continuation of City Meetings on Zoom

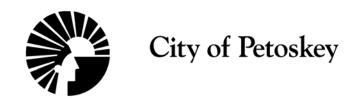
RECOMMENDATION: City Council provide position on Zoom meetings

Background With the City's return to in person meetings, the meetings have also continued to be held through Zoom as well. There has been comments regarding the continuation of teleconferencing and whether meeting should return to in person only.

The meetings do require additional staff on hand to manage the Zoom meetings and there has been issues with making presentations to Council as well as those in attendance while also attempting to provide the same views of Council and presentations to those online. There may also be a benefit to meeting and discussing matters in person versus video, voice only or typed comments.

The City is not required to record audio or video portions of any meetings, but may do so voluntarily. The number of participants in City Council meetings have fallen off significantly as business returned to normal. While the number has been tracked, staff estimates about 10 per Council meeting who are other than City staff, presenters, etc.

<u>Action</u> Review meeting presentation forums and determine if meetings should continue via teleconferencing.



Agenda Memo

BOARD: City Council

MEETING DATE: October 18, 2021 PREPARED: October 13, 2021

AGENDA SUBJECT: Interim City Manager Wage

RECOMMENDATION: City Council approve proposed wage

Background With appointment of Interim City Manager I am requesting an additional wage of \$1,000 per week during this time period. In 2015 while in this position, the rate was an additional \$750 per week and lasted 25 weeks.

Action City Council review and possible approval of Interim City Manager wage request.

at