



## CITY COUNCIL

November 15, 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
  - (a) Receipt of comments concerning a proposed special-assessment roll that would spread costs of downtown-area programs and services during 2022, as requested by the Downtown Management Board
  - (b) Receipt of comments concerning the City's proposed 2022 Annual Budget and the property-tax-millage rates and appropriations as recommended for the 2022 fiscal year
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
  - (a) November 1, 2021 regular session and November 8, 2021 special session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since November 1, 2021
6. Miscellaneous Public Comments
7. City Manager Updates
8. Old Business
  - (a) Adoption of a proposed resolution that would confirm the proposed special-assessment roll
  - (b) Further discussion on the City's proposed 2022 Annual Budget and possible adoption
9. New Business
  - (a) Introduction of a proposed ordinance to amend the Subdivision and Zoning Ordinances
  - (b) Authorization to contract with R.W. Mercer Company, Jackson, in the amount of \$395,000 for marina fuel storage tank replacement
  - (c) Adoption of a proposed resolution that would approve a purchase agreement for 209 Washington Street

(d) Adoption of a proposed resolution that would approve the 2021-2023  
FOPLC Part-time Public Safety Officers Contract

10. City Council Comments

11. Adjournment

**Alternatively, join the meeting via the Zoom platform**

<https://us02web.zoom.us/j/86727530259>

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

Meeting ID: 867 2753 0259

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](mailto:aterry@petoskey.us) or by calling 231-347-2500 to request assistance.

Persons interested in addressing the City Council during the meeting under public comment period can press the "raise hand" button or send a chat message in Zoom or by phone press \*9.

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



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 15, 2021

**PREPARED:** November 11, 2021

**AGENDA SUBJECT:** Consent Agenda Resolution

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

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

- (1) Draft minutes of the November 1, 2021 regular session and November 8, 2021 special City Council meetings; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since November 1, 2021 for contract and vendor claims at \$817,310.68, intergovernmental claims at \$0, and the November 10 payroll at \$213,500.17 for a total of \$1,030,810.85.

sb  
Enclosures



## CITY COUNCIL

November 1, 2021

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, November 1, 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, Petoskey, Emmet County, MI (remote)  
Lindsey Walker, City Councilmember

Absent: None

Also in attendance were Interim City Manager/Clerk-Treasurer Alan Terry, Downtown Director Becky Goodman, Finance Supervisor Audrey Plath and Executive Assistant Sarah Bek.

### **Consent Agenda - Resolution No. 19598**

Following introduction of the consent agenda for this meeting of November 1, 2021, City Councilmember Marshall moved that, seconded by City Councilmember Walker adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the October 18, 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 October 18, 2021 for contract and vendor claims at \$359,876.66, intergovernmental claims at \$0, and the October 28 payroll at \$216,818.85, for a total of \$576,695.51 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 Downtown Trick or Treat and Halloween festivities had a lot of participation and went well; that the City received its first installment from ARPA of \$301,236 and that monies must be spent by December 31, 2026; that there are two interested parties for property at 620 Ingalls Avenue and that the same RFP will be sent that was used with other City-owned parcels; that leaf pickup begins next week; that a special joint City Council and Planning Commission meeting is scheduled for 5:30 P.M., Monday, November 8, and a light dinner will be served; that the short-term vacation rental bill passed the House and will move to the Senate and Governor for final approval which could eliminate some local controls and properties cannot be zoned out of residential districts; and that the General Election is tomorrow and polls will be open from 7:00 A.M. to 8:00 P.M. at the Grand Unity Event Center on Charlevoix Avenue.

City Councilmembers inquired on the joint meeting and who was setting the agenda and if the City Attorney would be in attendance to discuss the relationship of City Council to the Planning Commission and how each board functions. The City Manager responded that the City Planner and himself would be setting the agenda and that the City Attorney will be in attendance.

**Confirm Special Assessment Roll & Schedule Public Hearing – Resolution No. 19599**

The City Manager reported that, following City Code provisions that regulated the City's special-assessment procedure, the City Council on October 18 conducted a public hearing, and received no comments concerning a September 28 report by the City Manager that had recommended the levy of special assessments against eligible, non-residential properties within the Downtown Management Board's territory to offset costs of programs and services that would be provided by the Downtown Management Board during 2022. Such revenues and expenditures have been included within the City's proposed 2022 Annual Budget. Following the October 18 public hearing, the City Council, again in accordance with City Code special-assessment procedures, conditionally approved the proposed programs and services and their costs as they had been presented, established boundaries of the special-assessment district, and requested that an assessment roll be prepared by City staff and presented to the City Council for its review at the November 1 City Council meeting.

The City Manager reported that the City Council had been provided a proposed special-assessment roll based upon the Downtown Management Board's September 21 recommendation that a 2% increase special-assessment formula be used for financing downtown-area programs and services, with \$0.1873 being the amount that would be assessed per square foot of useable, first-floor, non-residential building area; \$0.0468 being charged useable, non-residential area on floors other than the first floor; and vacant, unimproved lots being charged \$0.0572 per square foot for lot area. To meet City Code requirements, the City Council was being asked to adopt a proposed resolution that would confirm the City Council's acceptance of the roll, order that the roll be placed on file at the City Hall for inspection, and schedule a public hearing for 7:00 P.M., Monday, November 15, to receive comments concerning this proposed special assessment.

City Councilmembers inquired if anyone had contacted City staff regarding the proposed assessments and the Downtown Director responded that she had not received any correspondence.

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

WHEREAS, at its regular meeting of October 4, 2021, City Council reviewed a report by the City Manager dated September 28, 2021, as required of City Code provisions, that listed programs and services that had been proposed to be provided to property owners and tenants within the Downtown Management Board's territory along with a proposed assessment formula that could be implemented to finance such programs and services during 2022; and

WHEREAS, following that review, City Council on October 4, 2021, scheduled a public hearing for October 18, 2021, to receive comments concerning proposed programs and services as intended to be provided by the Downtown Management Board, as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, City Council, on October 18, 2021, approved proposed programs and services as recommended by the Downtown Management Board at their September 21, 2021 meeting and costs as estimated by the Management Board to be assessed eligible property owners within the boundaries of the proposed assessment district at a 2% increased rate compared to last year that are coterminous to those of the Management Board's territory; and

WHEREAS, in addition to approving proposed downtown-area programs and services and costs of such programs and services, City Council directed City staff to prepare a special-assessment roll in accordance with City Council's approval of recommended programs and services and costs of such programs and services for presentation to City Council at its meeting of November 1, 2021; and

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

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

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

BE IT FURTHER RESOLVED that City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, November 15, 2021, to receive comments concerning this proposed special-assessment roll; and

BE IT FURTHER RESOLVED that City Council does and hereby directs City staff to publish a notice of the November 15, 2021, public hearing and notify potentially-affected property owners of said public hearing as required by City Code provisions that regulate City's special-assessment procedures.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Approve CCE/911 Board of Director Appointments – Resolution No. 19600**

The City Manager reviewed that cities within each of the three Counties belonging to CCE appoint a representative and an alternate to serve as their representatives to the CCE Board of Directors; that for Emmet County that includes Petoskey and Harbor Springs with the City Councils approving both members; that appointees have always been a City Manager and have switched between the two cities as City Managers come and go; that City staff recommends appointing Victor Sinadinowski, City Manager of Harbor Springs, as representative and Alan Terry, Interim City Manager of Petoskey, as alternate to the CCE Board of Directors; and if approved the Harbor Springs City Council will be asked to approve the same resolution at their next regularly scheduled meeting.

City Councilmembers commented that the process demonstrated one great example of intergovernmental partnerships and cities working together.

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

WHEREAS, the CCE agreement provides for the Cities within each participating County to appoint a representative and alternate to the Board of Directors representing all of the cities within the county; and

WHEREAS, there is currently a vacancy in the position with the departure of the City Manager of Petoskey:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council appoints Victor Sinadinowski, City Manager of Harbor Springs, as representative and Alan Terry, Interim City Manager of Petoskey, as alternate to the CCE Board of Directors.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**2022 Annual Budget Presentation and Schedule Public Hearing – Resolution No. 19601**

The City Manager reported that as required of City Charter provisions, and as part of the City's routine, yearly process, City Council had been presented with the City's proposed 2022 Annual Budget as part of November 1 meeting agenda materials, that totaled \$33,687,600 in operating and capital expenditures; and that, except to acknowledge its receipt, no action concerning the proposed budget now would be required of City Council, but that, in addition to the City Manager's summary of the proposal, City Council should begin discussions on the proposed budget.

The City Manager also reported that as the first step in the budget-preparation process, the City Council was being asked to acknowledge receipt of the budget proposal and to adopt a proposed resolution that would schedule a November 15 public hearing to receive comments concerning the proposed budget and property tax millage rates that would be recommended as part of the proposed budget; and that City Council could schedule the public hearing for any date that it chose, but that November 15 was suggested.

The City Manager reviewed a summary of the 2022 budget and that there were no new taxes; reviewed 2022 capital outlay items; reviewed the General Fund in depth and the City's status concerning MERS Unfunded Accrued Liability (UAL); reviewed fund by fund highlights of projects, fund balances and operating revenue and expenses; that water and sewer rates will increase 3.4%, but no electric rate increase; and that there were record sales for the Marina and Magnus Park Campground.

City Councilmembers inquired on the current UAL percentage and if a 90% goal was feasible; inquired that due to increased property values and second homes if property tax values increased; commented that Marina revenues are restricted and remains in the Marina Fund rather than contributing to the General Fund; inquired on a Parks and Recreation millage for long-term improvements and maintenance; requested to meet the City Assessor and have him give a presentation to City Council concerning taxable values; discussed sidewalk clearing in the winter and that improvement is necessary to continue to be a walkable city; inquired on the valve turning program within the Water and Sewer Fund; inquired if monies were budgeted for a Code Enforcement Officer to help assist the City Planner; heard from those in favor of having a full-time person doing half code enforcement and half economic development; commented on downtown parking and changes in ticketing; and inquired if there were monies for a forestry management plan to evaluate health of forest since the last plan was completed in 2010 and that there is a need for fencing or rock where trees have been removed on North Country Trail on the Brewbaker side.

The City Manager responded that 90% UAL funding is possible, but depends on MERS assumptions and actuaries; that the increase in home sales has generated an increase in property taxes and additional revenue to the City; that long-term projects and maintenance needs were not included in the proposed budget and that discussions should occur soon concerning possible Parks and Recreation and/or Public Safety millage requests to sustain the General Fund and to continue to offer services at the current level; that he recommended the City Assessor present to Council in March before millage rates and taxable values are set; that the DMB is currently discussing the possibility of a sidewalk snowmelt system and that it is very expensive; that the valve turning program is replaced at the street and not associated with residents; that monies are included in the 2022 Budget for a part-time Code Enforcement Officer and that restructuring is occurring in the Office of the City Planner; and that he would discuss with the Parks and Recreation Director concerning the timing for a new forestry management plan and look into issues on the North Country Trail.

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

WHEREAS, as required by City Charter provisions, the City Manager has presented for City Council's consideration the City's proposed budget for fiscal 2022; and

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

WHEREAS, the proposed budget includes certain recommendations by the City Manager concerning amounts of property-tax millage to be levied to partially finance City operations, programs, services, and projects during 2022; and

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

NOW, THEREFORE, BE IT RESOLVED the City of Petoskey City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, November 15, 2021, at City Hall, to receive comments concerning the City's proposed 2022 Annual Budget and property-tax-millage rates that will be recommended to be levied during 2022 as part of the proposed budget.

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 Walker encouraged citizens to attend the November 8 special joint meeting with City Council and Planning Commission. City Councilmember Shiels wished the best of luck to candidates as part of tomorrow's election. City Councilmember Marshall commented on speeding issues particularly on Woodland and Michigan Streets and feel it is unsafe and encouraged staff to look at intersection and be open to a different solution. City Councilmember Wagner thanked the various organizations that interviewed candidates and that he appreciated that all voices were heard. Mayor Murphy encouraged citizens to get out and vote tomorrow to keep democracy alive.

There being no further business to come before the City Council, this November 1, 2021, meeting of the City Council adjourned at 8:17 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer





## CITY COUNCIL PLANNING COMMISSION

November 8, 2021

A special joint City Council and Planning Commission meeting was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, November 8, 2021. Roll was called at 5:30 P.M. and the following were:

Present: John Murphy, Mayor  
Kate Marshall, City Councilmember  
Derek Shiels, City Councilmember  
Brian Wagner, City Councilmember, Petoskey, Emmet County, MI (remote)  
Lindsey Walker, City Councilmember

Cynthia Linn Robson, Chairperson  
Betony Braddock  
Carolyn Dettmer  
Rose Fitzgerald  
Richard Neumann  
H. Ted Pall  
Charles Willmott

Absent: Richard Mooradian

Also in attendance were Interim City Manager/Clerk-Treasurer Alan Terry, City Planner Amy Tweeten, City Attorney James Murray, Attorney Matt Cross and Executive Assistant Sarah Bek.

### **Discuss City Council & Planning Commission Roles & Responsibilities**

City Attorney James Murray gave a brief presentation on roles of City Council and Planning Commission as provided for in the Zoning Enabling Act. Councilmembers and Commissioners discussed various aspects of their roles and the process of how the zoning ordinance is changed.

### **Discuss Proposed Ordinance Amendments**

The City Planner reviewed zoning amendments currently being discussed by the Planning Commission and to be presented to City Council in the near future. Councilmembers discussed proposed amendments with Commissioners and the City Planner.

Mayor Murphy asked for public comments and heard from those in support of changes in height that is needed to provide additional housing and heard from property owners that rent for both long and short-term purposes and how they are good for the community.

### **Discuss Current Zoning Issues & Possible Future Amendments**

The City Planner reviewed possible future amendments to the zoning code that are currently being brought forward to the Planning Commission for discussion and possible consideration for amending. Councilmembers and Commissioners discussed the items.

There being no further business to come before the City Council and Planning Commission, this November 8, 2021, special joint meeting adjourned at 7:40 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/21	10/29/2021	94942	Aflac	701-000-230.180	797.26
10/21	10/29/2021	94943	Plummer's Environmental Services Inc	592-025-343.000	21,514.00
11/21	11/03/2021	94951	5H Irrigation & Maintenance	101-528-802.000	3,400.00
11/21	11/03/2021	94952	All-Phase Electric Supply	101-773-775.000	979.32
11/21	11/03/2021	94952	All-Phase Electric Supply	582-586-775.000	189.00
11/21	11/03/2021	94952	All-Phase Electric Supply	101-770-934.000	24.00
11/21	11/03/2021	94952	All-Phase Electric Supply	582-590-775.000	112.20
11/21	11/03/2021	94952	All-Phase Electric Supply	582-590-775.000	112.20
11/21	11/03/2021	94953	Amazon Capital Services	101-172-751.000	8.37
11/21	11/03/2021	94953	Amazon Capital Services	101-201-751.000	8.37
11/21	11/03/2021	94953	Amazon Capital Services	101-208-751.000	5.86
11/21	11/03/2021	94953	Amazon Capital Services	101-257-751.000	4.18
11/21	11/03/2021	94953	Amazon Capital Services	101-215-751.000	5.02
11/21	11/03/2021	94953	Amazon Capital Services	101-345-751.000	21.75
11/21	11/03/2021	94953	Amazon Capital Services	101-345-775.000	139.99
11/21	11/03/2021	94953	Amazon Capital Services	101-345-751.000	22.38
11/21	11/03/2021	94953	Amazon Capital Services	101-400-751.000	4.18
11/21	11/03/2021	94953	Amazon Capital Services	101-441-751.000	12.55
11/21	11/03/2021	94953	Amazon Capital Services	101-770-751.000	2.51
11/21	11/03/2021	94953	Amazon Capital Services	101-773-775.000	.84
11/21	11/03/2021	94953	Amazon Capital Services	101-756-751.000	8.37
11/21	11/03/2021	94953	Amazon Capital Services	101-789-751.000	1.66
11/21	11/03/2021	94953	Amazon Capital Services	101-345-751.000	64.98
11/21	11/03/2021	94954	Apollo Fire Equipment	592-540-775.000	752.72
11/21	11/03/2021	94954	Apollo Fire Equipment	101-345-985.000	428.28
11/21	11/03/2021	94955	Atchison Paper & Supply	271-790-751.000	152.80
11/21	11/03/2021	94956	Automotive Vision	661-598-932.000	700.00
11/21	11/03/2021	94957	Beckett & Raeder Inc.	101-770-802.000	135.00
11/21	11/03/2021	94957	Beckett & Raeder Inc.	101-789-970.000	1,585.00
11/21	11/03/2021	94957	Beckett & Raeder Inc.	101-770-802.000	780.00
11/21	11/03/2021	94957	Beckett & Raeder Inc.	247-751-802.000	240.00
11/21	11/03/2021	94957	Beckett & Raeder Inc.	247-751-802.000	6,392.50
11/21	11/03/2021	94958	Benchmark Engineering Inc.	204-481-802.000	943.00
11/21	11/03/2021	94958	Benchmark Engineering Inc.	592-549-802.000	943.00
11/21	11/03/2021	94958	Benchmark Engineering Inc.	592-560-802.000	942.00
11/21	11/03/2021	94958	Benchmark Engineering Inc.	203-451-802.000	6,932.00
11/21	11/03/2021	94958	Benchmark Engineering Inc.	592-020-342.000	2,311.00
11/21	11/03/2021	94958	Benchmark Engineering Inc.	582-586-802.000	899.75
11/21	11/03/2021	94958	Benchmark Engineering Inc.	203-451-802.000	654.00
11/21	11/03/2021	94958	Benchmark Engineering Inc.	592-020-342.000	654.00
11/21	11/03/2021	94958	Benchmark Engineering Inc.	204-481-802.000	2,331.00
11/21	11/03/2021	94958	Benchmark Engineering Inc.	592-549-802.000	2,331.00
11/21	11/03/2021	94958	Benchmark Engineering Inc.	592-560-802.000	2,331.00
11/21	11/03/2021	94959	BERGER, MATT	101-756-808.040	300.00
11/21	11/03/2021	94960	Braddock, James W.	101-756-808.040	180.00
11/21	11/03/2021	94961	Bradford Master Dry Cleaners	101-345-775.000	269.50
11/21	11/03/2021	94962	Carquest of Boyne City	592-551-775.000	892.23
11/21	11/03/2021	94963	CDW Government	101-345-775.000	560.05
11/21	11/03/2021	94963	CDW Government	101-345-775.000	78.43
11/21	11/03/2021	94964	Center Point Large Print	271-790-760.000	51.74
11/21	11/03/2021	94965	Central Michigan Hardscapes	204-444-802.000	220.00
11/21	11/03/2021	94966	CHEBOYGAN AREA PUBLIC LIBRARY	271-790-955.000	17.00
11/21	11/03/2021	94967	Cintas Corp #729	582-593-930.000	37.42
11/21	11/03/2021	94967	Cintas Corp #729	204-481-767.000	81.13
11/21	11/03/2021	94967	Cintas Corp #729	582-588-767.000	89.20
11/21	11/03/2021	94967	Cintas Corp #729	592-560-767.000	40.31

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/21	11/03/2021	94967	Cintas Corp #729	592-549-767.000	40.32
11/21	11/03/2021	94967	Cintas Corp #729	592-544-802.000	50.44
11/21	11/03/2021	94967	Cintas Corp #729	101-268-802.000	17.23
11/21	11/03/2021	94967	Cintas Corp #729	582-593-930.000	10.07
11/21	11/03/2021	94967	Cintas Corp #729	204-481-767.000	81.13
11/21	11/03/2021	94967	Cintas Corp #729	582-588-767.000	80.63
11/21	11/03/2021	94967	Cintas Corp #729	592-560-767.000	44.60
11/21	11/03/2021	94967	Cintas Corp #729	592-549-767.000	44.60
11/21	11/03/2021	94967	Cintas Corp #729	101-268-802.000	17.23
11/21	11/03/2021	94967	Cintas Corp #729	592-544-802.000	50.44
11/21	11/03/2021	94967	Cintas Corp #729	582-593-930.000	37.42
11/21	11/03/2021	94967	Cintas Corp #729	204-481-767.000	81.13
11/21	11/03/2021	94967	Cintas Corp #729	582-588-767.000	89.20
11/21	11/03/2021	94967	Cintas Corp #729	592-560-767.000	40.31
11/21	11/03/2021	94967	Cintas Corp #729	592-549-767.000	40.32
11/21	11/03/2021	94967	Cintas Corp #729	582-593-930.000	10.07
11/21	11/03/2021	94967	Cintas Corp #729	204-481-767.000	81.13
11/21	11/03/2021	94967	Cintas Corp #729	582-588-767.000	80.63
11/21	11/03/2021	94967	Cintas Corp #729	592-560-767.000	44.60
11/21	11/03/2021	94967	Cintas Corp #729	592-549-767.000	44.60
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,476.92
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	1,030.95
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,824.90
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	499.85
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	30.48
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	6,563.83
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	838.91
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	202.34
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	61.05
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,486.06
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	9,834.98
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	61.04
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	13,543.87
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	3,487.56
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	1,131.53
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,800.00
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	2,989.53
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	266.50
11/21	11/03/2021	94968	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	47.79
11/21	11/03/2021	94969	Contractors Supply Inc.	101-268-930.000	19.44
11/21	11/03/2021	94970	David L Hoffman Landscaping & Nursery	101-770-802.100	1,000.00
11/21	11/03/2021	94971	Demco	271-790-751.000	130.34
11/21	11/03/2021	94972	Derrer Oil Co.	661-598-759.000	2,041.31
11/21	11/03/2021	94973	Dunkel Excavating Services Inc.	582-586-802.000	125.00
11/21	11/03/2021	94974	Dunn's Business Solutions	592-549-751.000	64.83
11/21	11/03/2021	94975	EJ USA Inc.	592-010-111.000	374.34
11/21	11/03/2021	94975	EJ USA Inc.	592-547-775.000	450.06
11/21	11/03/2021	94976	Empiric Solutions Inc.	101-228-802.000	8,696.69
11/21	11/03/2021	94977	Englebrecht, Robert	101-257-802.100	3,750.00
11/21	11/03/2021	94978	Etna Supply	101-208-802.000	203.00
11/21	11/03/2021	94978	Etna Supply	582-586-775.000	120.00
11/21	11/03/2021	94978	Etna Supply	582-010-111.000	9,600.00
11/21	11/03/2021	94978	Etna Supply	592-544-775.000	1,026.80
11/21	11/03/2021	94978	Etna Supply	592-010-111.000	6,925.00
11/21	11/03/2021	94978	Etna Supply	592-010-111.000	4,740.00
11/21	11/03/2021	94978	Etna Supply	582-010-111.000	7,125.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-010-111.000	25.45
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-010-111.000	25.45
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-010-111.000	25.73
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-010-111.000	17.55
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-010-111.000	17.92
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-598-759.000	112.23
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-010-111.000	28.29
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-598-932.000	42.30
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-598-785.000	222.50
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-010-111.000	5.51
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-598-932.000	19.47
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	514-587-931.000	13.03
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	514-587-931.000	13.03
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-010-111.000	25.91
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-598-759.000	56.00
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-598-785.000	46.66
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-598-785.000	38.52
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	661-598-759.000	16.10
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	514-587-931.000	1.92
11/21	11/03/2021	94994	Lynn Auto Parts Inc.	514-587-931.000	12.21
11/21	11/03/2021	94995	MDC Contracting LLC	203-451-802.000	183,473.52
11/21	11/03/2021	94995	MDC Contracting LLC	204-444-802.000	59,794.91
11/21	11/03/2021	94995	MDC Contracting LLC	592-020-342.000	55,766.56
11/21	11/03/2021	94996	Mestdagh, James & Kristine	703-040-222.221	1,234.70
11/21	11/03/2021	94996	Mestdagh, James & Kristine	703-040-228.221	1,438.25
11/21	11/03/2021	94996	Mestdagh, James & Kristine	703-040-229.221	908.98
11/21	11/03/2021	94996	Mestdagh, James & Kristine	703-040-230.221	1,882.40
11/21	11/03/2021	94996	Mestdagh, James & Kristine	703-040-231.221	417.33
11/21	11/03/2021	94996	Mestdagh, James & Kristine	703-040-236.221	4,314.76
11/21	11/03/2021	94996	Mestdagh, James & Kristine	703-040-237.221	581.44
11/21	11/03/2021	94997	Michigan Association of Chiefs of Police	101-345-912.000	280.00
11/21	11/03/2021	94998	Michigan Municipal Treasurers Assoc.	101-215-915.000	75.00
11/21	11/03/2021	94999	MIDWEST COLLABORATIVE	271-790-912.000	40.00
11/21	11/03/2021	94999	MIDWEST COLLABORATIVE	271-790-912.000	40.00
11/21	11/03/2021	95000	Northern A-1 Environmental Services	202-469-802.000	728.20
11/21	11/03/2021	95001	Northern Gale Cleaning & Property Mgmt	271-790-802.000	425.00
11/21	11/03/2021	95002	OHM Advisors	204-481-802.000	5,428.75
11/21	11/03/2021	95003	Otis Elevator Co.	271-790-930.000	1,000.00
11/21	11/03/2021	95004	Overdrive Inc.	271-790-762.000	64.95
11/21	11/03/2021	95004	Overdrive Inc.	271-790-762.000	59.99
11/21	11/03/2021	95005	Plummer's Environmental Services Inc	592-025-343.000	43,095.00
11/21	11/03/2021	95006	Power Line Supply	582-592-775.000	83.98
11/21	11/03/2021	95006	Power Line Supply	582-010-111.000	1,266.50
11/21	11/03/2021	95006	Power Line Supply	582-010-111.000	1,550.25
11/21	11/03/2021	95006	Power Line Supply	582-590-775.000	133.20
11/21	11/03/2021	95006	Power Line Supply	582-586-775.000	115.25
11/21	11/03/2021	95006	Power Line Supply	582-586-775.000	843.40
11/21	11/03/2021	95006	Power Line Supply	582-010-111.000	76.80
11/21	11/03/2021	95006	Power Line Supply	582-586-775.000	168.50
11/21	11/03/2021	95006	Power Line Supply	582-010-111.000	516.75
11/21	11/03/2021	95006	Power Line Supply	582-586-775.000	632.08
11/21	11/03/2021	95006	Power Line Supply	582-010-111.000	170.75
11/21	11/03/2021	95006	Power Line Supply	582-586-775.000	110.36
11/21	11/03/2021	95006	Power Line Supply	582-010-111.000	1,060.00
11/21	11/03/2021	95007	Presidio Networked Solutions Group LLC	101-228-775.000	19,002.96
11/21	11/03/2021	95007	Presidio Networked Solutions Group LLC	101-228-775.000	4,236.96

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11/21	11/03/2021	95007	Presidio Networked Solutions Group LLC	101-228-775.000	29,200.00
11/21	11/03/2021	95008	Preston Feather	101-265-930.000	24.29
11/21	11/03/2021	95008	Preston Feather	101-265-930.000	37.39
11/21	11/03/2021	95008	Preston Feather	101-265-930.000	24.29-
11/21	11/03/2021	95008	Preston Feather	101-265-930.000	19.98
11/21	11/03/2021	95008	Preston Feather	592-554-775.000	3.96
11/21	11/03/2021	95008	Preston Feather	101-770-775.000	15.59
11/21	11/03/2021	95008	Preston Feather	101-265-930.000	5.74-
11/21	11/03/2021	95008	Preston Feather	592-554-775.000	.40-
11/21	11/03/2021	95008	Preston Feather	101-770-775.000	1.56-
11/21	11/03/2021	95009	Proclean North	582-593-930.000	1,463.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-172-751.000	200.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-201-751.000	200.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-208-751.000	250.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-257-751.000	100.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-215-751.000	150.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-345-751.000	475.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	514-587-802.100	50.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	271-790-751.000	50.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-400-751.000	225.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-441-751.000	375.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-770-751.000	100.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-773-775.000	75.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-756-751.000	175.00
11/21	11/03/2021	95010	Quadient Finance USA Inc.	101-789-751.000	75.00
11/21	11/03/2021	95011	Rasmussen, Derek	101-756-808.040	240.00
11/21	11/03/2021	95012	ROB'S ELECTRIC INC.	101-773-802.000	1,140.00
11/21	11/03/2021	95012	ROB'S ELECTRIC INC.	101-770-802.000	780.00
11/21	11/03/2021	95012	ROB'S ELECTRIC INC.	101-789-802.000	195.00
11/21	11/03/2021	95013	Rothfuss, Matthew D	101-756-808.040	300.00
11/21	11/03/2021	95014	Ryan Brothers Inc.	204-444-802.000	5,085.00
11/21	11/03/2021	95014	Ryan Brothers Inc.	582-020-360.000	3,195.90
11/21	11/03/2021	95014	Ryan Brothers Inc.	592-545-802.000	272.50
11/21	11/03/2021	95015	SCHWEITZER ENGINEERING LABS	582-020-360.000	1,660.00
11/21	11/03/2021	95015	SCHWEITZER ENGINEERING LABS	582-020-360.000	2,042.72
11/21	11/03/2021	95015	SCHWEITZER ENGINEERING LABS	582-020-360.000	141.44
11/21	11/03/2021	95015	SCHWEITZER ENGINEERING LABS	582-020-360.000	200.00
11/21	11/03/2021	95015	SCHWEITZER ENGINEERING LABS	582-020-360.000	778.00
11/21	11/03/2021	95015	SCHWEITZER ENGINEERING LABS	582-020-360.000	840.00
11/21	11/03/2021	95016	SiteOne Landscape Supply	101-754-775.000	69.00
11/21	11/03/2021	95016	SiteOne Landscape Supply	101-754-802.100	1,709.25
11/21	11/03/2021	95016	SiteOne Landscape Supply	661-598-932.000	330.00
11/21	11/03/2021	95016	SiteOne Landscape Supply	101-770-775.000	150.96
11/21	11/03/2021	95016	SiteOne Landscape Supply	101-770-802.100	52.02
11/21	11/03/2021	95016	SiteOne Landscape Supply	101-789-775.000	12.23
11/21	11/03/2021	95017	Smith, Edward J	101-756-808.040	300.00
11/21	11/03/2021	95018	Staples Advantage	101-345-751.000	110.99
11/21	11/03/2021	95018	Staples Advantage	592-560-751.000	992.27
11/21	11/03/2021	95019	Stuart C Irby Co	582-586-775.000	2,820.00
11/21	11/03/2021	95020	T-Mobile	271-790-850.000	274.81
11/21	11/03/2021	95021	Trophy Case, The	101-756-808.040	142.00
11/21	11/03/2021	95022	U.S. Bank Equipment Finance	661-598-751.000	31.37
11/21	11/03/2021	95022	U.S. Bank Equipment Finance	204-481-751.000	31.37
11/21	11/03/2021	95022	U.S. Bank Equipment Finance	582-588-751.000	31.37
11/21	11/03/2021	95022	U.S. Bank Equipment Finance	582-593-751.000	31.37
11/21	11/03/2021	95022	U.S. Bank Equipment Finance	592-549-751.000	31.37

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11/21	11/03/2021	95022	U.S. Bank Equipment Finance	592-560-751.000	31.37
11/21	11/03/2021	95023	USA Blue Book	204-481-785.000	100.00
11/21	11/03/2021	95023	USA Blue Book	592-537-775.000	27.00
11/21	11/03/2021	95023	USA Blue Book	592-558-775.000	225.00
11/21	11/03/2021	95023	USA Blue Book	592-547-775.000	671.48
11/21	11/03/2021	95023	USA Blue Book	592-547-775.000	57.93-
11/21	11/03/2021	95024	Valley City Linen	271-790-752.000	25.00
11/21	11/03/2021	95024	Valley City Linen	271-790-752.000	25.00
11/21	11/03/2021	95024	Valley City Linen	271-790-752.000	25.00
11/21	11/03/2021	95025	Voss Lighting	582-590-775.000	372.00
11/21	11/03/2021	95026	Windemuller	592-554-802.000	648.71
11/21	11/03/2021	95026	Windemuller	592-543-802.000	160.00
11/21	11/10/2021	95032	All-Phase Electric Supply	582-020-360.000	20.62
11/21	11/10/2021	95032	All-Phase Electric Supply	582-020-360.000	19.75
11/21	11/10/2021	95033	Amazon Capital Services	101-228-775.000	90.80
11/21	11/10/2021	95033	Amazon Capital Services	101-268-775.000	45.36
11/21	11/10/2021	95034	AT&T	101-172-850.000	122.14
11/21	11/10/2021	95034	AT&T	101-201-850.000	65.14
11/21	11/10/2021	95034	AT&T	101-208-850.000	40.71
11/21	11/10/2021	95034	AT&T	101-257-850.000	40.71
11/21	11/10/2021	95034	AT&T	101-215-850.000	32.57
11/21	11/10/2021	95034	AT&T	101-345-850.000	89.57
11/21	11/10/2021	95034	AT&T	582-593-850.000	32.57
11/21	11/10/2021	95034	AT&T	592-549-850.000	48.86
11/21	11/10/2021	95034	AT&T	592-560-850.000	48.85
11/21	11/10/2021	95034	AT&T	592-558-920.000	1,574.69
11/21	11/10/2021	95034	AT&T	592-555-920.000	854.93
11/21	11/10/2021	95034	AT&T	101-345-850.000	11.40
11/21	11/10/2021	95034	AT&T	101-400-850.000	40.71
11/21	11/10/2021	95034	AT&T	101-756-850.000	48.86
11/21	11/10/2021	95034	AT&T	101-441-850.000	73.28
11/21	11/10/2021	95034	AT&T	204-481-850.000	24.43
11/21	11/10/2021	95034	AT&T	204-481-850.000	24.43
11/21	11/10/2021	95034	AT&T	582-588-850.000	81.43
11/21	11/10/2021	95034	AT&T	592-560-850.000	85.37
11/21	11/10/2021	95034	AT&T	592-538-850.000	78.54
11/21	11/10/2021	95034	AT&T	592-538-850.000	78.54
11/21	11/10/2021	95034	AT&T	592-558-920.000	82.25
11/21	11/10/2021	95034	AT&T	592-538-850.000	88.66
11/21	11/10/2021	95034	AT&T	582-593-850.000	127.80
11/21	11/10/2021	95035	AT&T Long Distance	101-345-850.000	151.79
11/21	11/10/2021	95036	Ballard's Plumbing & Heating	271-790-970.000	1,750.00
11/21	11/10/2021	95037	Bingaman, Gayle	271-790-802.000	60.00
11/21	11/10/2021	95038	CCE CENTRAL DISPATCH AUTHORITY	101-345-775.000	279.00
11/21	11/10/2021	95039	Centaris	271-790-931.000	386.00
11/21	11/10/2021	95040	Char-Em United Way	701-000-230.800	51.50
11/21	11/10/2021	95041	Collias-Glaser, Hellene Kay	271-790-802.000	210.00
11/21	11/10/2021	95042	Complete Paint & Supplies	101-265-930.000	40.94
11/21	11/10/2021	95042	Complete Paint & Supplies	101-265-930.000	5.38
11/21	11/10/2021	95043	Decka Digital LLC	101-345-751.000	50.00
11/21	11/10/2021	95043	Decka Digital LLC	592-549-751.000	50.00
11/21	11/10/2021	95043	Decka Digital LLC	101-172-751.000	9.10
11/21	11/10/2021	95043	Decka Digital LLC	101-201-751.000	9.10
11/21	11/10/2021	95043	Decka Digital LLC	101-208-751.000	6.37
11/21	11/10/2021	95043	Decka Digital LLC	101-257-751.000	4.55
11/21	11/10/2021	95043	Decka Digital LLC	101-215-751.000	5.46

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/21	11/10/2021	95043	Decka Digital LLC	101-345-751.000	23.66
11/21	11/10/2021	95043	Decka Digital LLC	101-400-751.000	4.55
11/21	11/10/2021	95043	Decka Digital LLC	101-441-751.000	13.65
11/21	11/10/2021	95043	Decka Digital LLC	101-770-751.000	2.73
11/21	11/10/2021	95043	Decka Digital LLC	101-773-775.000	.91
11/21	11/10/2021	95043	Decka Digital LLC	101-756-751.000	9.10
11/21	11/10/2021	95043	Decka Digital LLC	101-789-751.000	1.82
11/21	11/10/2021	95044	Dell Marketing L.P.	101-345-784.000	821.93
11/21	11/10/2021	95045	Dinon Law PLLC	101-266-802.000	910.00
11/21	11/10/2021	95046	Drost Landscape	101-770-802.100	640.50
11/21	11/10/2021	95047	Ducastel, Barbara	271-790-802.000	480.00
11/21	11/10/2021	95048	Dunkel Excavating Services Inc.	582-020-360.000	125.00
11/21	11/10/2021	95048	Dunkel Excavating Services Inc.	204-444-802.000	5,927.95
11/21	11/10/2021	95049	Dunn's Business Solutions	101-172-751.000	9.84
11/21	11/10/2021	95049	Dunn's Business Solutions	101-201-751.000	9.84
11/21	11/10/2021	95049	Dunn's Business Solutions	101-208-751.000	6.89
11/21	11/10/2021	95049	Dunn's Business Solutions	101-257-751.000	4.92
11/21	11/10/2021	95049	Dunn's Business Solutions	101-215-751.000	5.90
11/21	11/10/2021	95049	Dunn's Business Solutions	101-345-751.000	25.58
11/21	11/10/2021	95049	Dunn's Business Solutions	101-400-751.000	4.92
11/21	11/10/2021	95049	Dunn's Business Solutions	101-441-751.000	14.76
11/21	11/10/2021	95049	Dunn's Business Solutions	101-770-751.000	2.95
11/21	11/10/2021	95049	Dunn's Business Solutions	101-773-775.000	.98
11/21	11/10/2021	95049	Dunn's Business Solutions	101-756-751.000	9.84
11/21	11/10/2021	95049	Dunn's Business Solutions	101-789-751.000	1.95
11/21	11/10/2021	95050	Ellens Equipment	661-598-931.000	91.86
11/21	11/10/2021	95051	Emmet Co. Dept of Public Works	101-528-802.000	7,495.65
11/21	11/10/2021	95052	Fastenal Company	661-598-785.000	89.05
11/21	11/10/2021	95052	Fastenal Company	661-598-931.000	354.42
11/21	11/10/2021	95052	Fastenal Company	202-475-775.000	36.95
11/21	11/10/2021	95053	Fletch's Inc.	661-598-932.000	58.65
11/21	11/10/2021	95053	Fletch's Inc.	661-598-932.000	406.54
11/21	11/10/2021	95054	Fraternal Order of Police	701-000-230.400	946.00
11/21	11/10/2021	95055	Gale/Cengage Learning	271-790-760.000	80.77
11/21	11/10/2021	95055	Gale/Cengage Learning	271-790-760.000	28.79
11/21	11/10/2021	95055	Gale/Cengage Learning	271-790-760.000	25.99
11/21	11/10/2021	95056	Gibby's Garage	582-593-930.000	204.00
11/21	11/10/2021	95056	Gibby's Garage	661-598-931.000	612.00
11/21	11/10/2021	95056	Gibby's Garage	661-598-932.000	340.00
11/21	11/10/2021	95056	Gibby's Garage	582-593-930.000	102.00
11/21	11/10/2021	95056	Gibby's Garage	514-587-931.000	476.00
11/21	11/10/2021	95056	Gibby's Garage	661-598-931.000	476.00
11/21	11/10/2021	95056	Gibby's Garage	661-598-932.000	238.00
11/21	11/10/2021	95057	Goodman, Becky	248-540-882.160	140.24
11/21	11/10/2021	95057	Goodman, Becky	514-587-912.000	292.68
11/21	11/10/2021	95058	Gordon Food Service	101-345-780.000	66.36
11/21	11/10/2021	95059	Grand Traverse Diesel Service	661-598-932.000	21.82
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00



GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95060	Green Projects Group	582-588-803.000	100.00
11/21	11/10/2021	95061	Hansen, Carol Margaret	271-790-802.000	240.00
11/21	11/10/2021	95062	Haviland Products Company	592-551-783.000	4,541.65
11/21	11/10/2021	95062	Haviland Products Company	592-551-783.000	5,686.18
11/21	11/10/2021	95063	Himebauch, Kelly L	271-790-802.000	270.00
11/21	11/10/2021	95064	Integrity Business Solutions	514-587-775.000	54.58
11/21	11/10/2021	95064	Integrity Business Solutions	514-587-802.100	39.48
11/21	11/10/2021	95064	Integrity Business Solutions	514-587-802.100	74.48
11/21	11/10/2021	95065	Jakeway, Patricia	271-790-802.000	510.00
11/21	11/10/2021	95066	John E. Green Co.	271-790-930.000	752.28
11/21	11/10/2021	95067	Keep It Real Social LLC	514-587-802.100	2,000.00
11/21	11/10/2021	95068	Knickerbocker, Lynsa	271-790-802.000	90.00
11/21	11/10/2021	95069	Lakeshore Learning	271-790-958.000	73.97
11/21	11/10/2021	95070	Lepird, Kristi	101-262-751.000	28.69
11/21	11/10/2021	95071	LexisNexis Risk Data Management Inc.	101-208-802.000	150.00
11/21	11/10/2021	95072	Lowery Underground Service	582-020-360.000	15,061.75
11/21	11/10/2021	95072	Lowery Underground Service	582-598-802.000	8,411.75
11/21	11/10/2021	95073	Lynn Auto Parts Inc.	582-584-775.000	35.00
11/21	11/10/2021	95073	Lynn Auto Parts Inc.	101-770-775.000	12.19
11/21	11/10/2021	95073	Lynn Auto Parts Inc.	592-547-775.000	1,156.00
11/21	11/10/2021	95073	Lynn Auto Parts Inc.	661-010-111.000	7.58
11/21	11/10/2021	95073	Lynn Auto Parts Inc.	514-587-931.000	27.29
11/21	11/10/2021	95073	Lynn Auto Parts Inc.	592-556-775.000	59.44
11/21	11/10/2021	95073	Lynn Auto Parts Inc.	661-598-932.000	48.82
11/21	11/10/2021	95073	Lynn Auto Parts Inc.	661-010-111.000	5.51
11/21	11/10/2021	95073	Lynn Auto Parts Inc.	661-598-931.000	8.60
11/21	11/10/2021	95073	Lynn Auto Parts Inc.	202-475-775.000	23.37
11/21	11/10/2021	95074	McCardel Culligan	514-587-802.100	8.00
11/21	11/10/2021	95074	McCardel Culligan	592-553-802.000	60.00
11/21	11/10/2021	95074	McCardel Culligan	101-770-802.000	8.00
11/21	11/10/2021	95074	McCardel Culligan	514-587-802.100	8.00
11/21	11/10/2021	95074	McCardel Culligan	101-770-802.000	11.75
11/21	11/10/2021	95075	MCSA Group Inc.	247-751-802.000	5,000.00
11/21	11/10/2021	95076	Meyer Ace Hardware	582-586-775.000	5.38
11/21	11/10/2021	95076	Meyer Ace Hardware	661-598-785.000	11.69
11/21	11/10/2021	95077	Michigan AgriBusiness Solutions	592-551-806.000	816.07
11/21	11/10/2021	95078	Michigan Downtown Association	514-587-912.000	195.00
11/21	11/10/2021	95079	Michigan Officeways Inc.	271-790-751.000	88.49
11/21	11/10/2021	95080	Michigan State Fireman's Assoc.	101-345-915.000	75.00
11/21	11/10/2021	95081	Midwest Siding & Sales Inc.	592-555-775.000	16.00
11/21	11/10/2021	95082	Midwest Tape	271-790-761.000	64.98
11/21	11/10/2021	95082	Midwest Tape	271-790-761.000	29.98
11/21	11/10/2021	95082	Midwest Tape	271-790-761.000	94.98
11/21	11/10/2021	95082	Midwest Tape	271-790-761.000	39.99
11/21	11/10/2021	95082	Midwest Tape	271-790-761.000	19.99
11/21	11/10/2021	95082	Midwest Tape	271-790-761.000	39.99
11/21	11/10/2021	95083	North Central Laboratories	592-553-775.000	311.33
11/21	11/10/2021	95084	Northern Copy Express Inc.	248-739-880.200	390.14
11/21	11/10/2021	95085	Northern Gale Cleaning & Property Mgmt	271-790-802.000	425.00
11/21	11/10/2021	95086	Northern Michigan Review Inc.	101-262-802.000	58.28
11/21	11/10/2021	95086	Northern Michigan Review Inc.	248-739-802.000	43.24
11/21	11/10/2021	95086	Northern Michigan Review Inc.	101-215-802.000	72.04
11/21	11/10/2021	95086	Northern Michigan Review Inc.	101-400-802.000	122.80
11/21	11/10/2021	95086	Northern Michigan Review Inc.	101-400-802.000	58.28

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/21	11/10/2021	95086	Northern Michigan Review Inc.	582-593-802.000	1,008.00
11/21	11/10/2021	95087	ODEYS	101-770-775.000	113.95
11/21	11/10/2021	95088	P.C. Lawn Care	101-345-802.100	565.00
11/21	11/10/2021	95088	P.C. Lawn Care	203-467-802.000	105.00
11/21	11/10/2021	95088	P.C. Lawn Care	202-467-802.000	206.25
11/21	11/10/2021	95088	P.C. Lawn Care	582-586-802.000	157.50
11/21	11/10/2021	95088	P.C. Lawn Care	592-537-802.000	705.00
11/21	11/10/2021	95088	P.C. Lawn Care	592-543-802.000	80.00
11/21	11/10/2021	95088	P.C. Lawn Care	592-554-802.000	290.00
11/21	11/10/2021	95088	P.C. Lawn Care	592-558-802.000	607.50
11/21	11/10/2021	95089	Plath, Audrey	101-262-751.000	17.47
11/21	11/10/2021	95090	Plunkett Cooney	101-266-802.000	8,907.00
11/21	11/10/2021	95090	Plunkett Cooney	101-266-802.000	1,657.50
11/21	11/10/2021	95090	Plunkett Cooney	101-266-802.000	235.00
11/21	11/10/2021	95090	Plunkett Cooney	101-257-802.000	1,826.60
11/21	11/10/2021	95091	Police and Firemen's Insurance	701-000-230.185	379.38
11/21	11/10/2021	95092	QUALITY SERVICED TOOLS	101-268-930.000	67.63
11/21	11/10/2021	95093	Russell, Dave and Lynne	514-587-885.000	859.00
11/21	11/10/2021	95094	Solutions Electric Inc.	271-790-930.000	335.69
11/21	11/10/2021	95095	Staples Advantage	101-172-751.000	13.85
11/21	11/10/2021	95095	Staples Advantage	101-201-751.000	13.85
11/21	11/10/2021	95095	Staples Advantage	101-208-751.000	9.69
11/21	11/10/2021	95095	Staples Advantage	101-257-751.000	6.92
11/21	11/10/2021	95095	Staples Advantage	101-215-751.000	8.31
11/21	11/10/2021	95095	Staples Advantage	101-345-751.000	36.00
11/21	11/10/2021	95095	Staples Advantage	101-770-751.000	10.99
11/21	11/10/2021	95095	Staples Advantage	101-345-751.000	35.49
11/21	11/10/2021	95095	Staples Advantage	101-400-751.000	6.92
11/21	11/10/2021	95095	Staples Advantage	101-441-751.000	20.77
11/21	11/10/2021	95095	Staples Advantage	101-770-751.000	4.15
11/21	11/10/2021	95095	Staples Advantage	101-773-775.000	1.38
11/21	11/10/2021	95095	Staples Advantage	101-756-751.000	13.85
11/21	11/10/2021	95095	Staples Advantage	101-789-751.000	2.79
11/21	11/10/2021	95096	State of Michigan - Dept. of LARA	101-756-808.010	100.00
11/21	11/10/2021	95097	State of Michigan-Department of LARA	582-081-642.300	3,482.61
11/21	11/10/2021	95097	State of Michigan-Department of LARA	582-081-642.400	684.69
11/21	11/10/2021	95097	State of Michigan-Department of LARA	582-081-642.500	4.35
11/21	11/10/2021	95097	State of Michigan-Department of LARA	582-081-642.200	158.34
11/21	11/10/2021	95098	State of Michigan-Dept of Environment	592-549-802.000	3,183.12
11/21	11/10/2021	95099	Struble, Chris	248-540-882.160	780.00
11/21	11/10/2021	95100	Summit Fire Protection	271-790-930.000	80.00
11/21	11/10/2021	95101	Sure Lock & Homes LLC	101-345-775.000	230.00
11/21	11/10/2021	95102	Sweetwater Catering Company	101-262-802.000	876.00
11/21	11/10/2021	95103	T2 Systems Canada Inc.	514-587-802.000	165.00
11/21	11/10/2021	95104	TEAMSTERS LOCAL #214	701-000-230.400	1,107.00
11/21	11/10/2021	95105	Thru Glass Window Cleaning	514-587-802.100	25.00
11/21	11/10/2021	95106	Trace Analytical Laboratories LLC	592-553-802.000	474.40
11/21	11/10/2021	95107	Trophy Case, The	514-587-802.100	27.00
11/21	11/10/2021	95108	Truck & Trailer Specialties	661-598-932.000	66.05
11/21	11/10/2021	95108	Truck & Trailer Specialties	661-598-931.000	788.10
11/21	11/10/2021	95109	Unique Management Services Inc.	271-790-802.000	44.75
11/21	11/10/2021	95109	Unique Management Services Inc.	271-790-802.000	50.00
11/21	11/10/2021	95110	UpNorth Fire & Safety LLC	661-598-931.000	50.00
11/21	11/10/2021	95110	UpNorth Fire & Safety LLC	661-598-932.000	50.00
11/21	11/10/2021	95110	UpNorth Fire & Safety LLC	582-593-930.000	110.00
11/21	11/10/2021	95111	UPS Store, The	661-598-785.000	12.44

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/21	11/10/2021	95112	USA Blue Book	592-545-775.000	209.60
11/21	11/10/2021	95112	USA Blue Book	592-540-775.000	1,489.52
11/21	11/10/2021	95113	USIO	514-587-802.000	167.94
11/21	11/10/2021	95114	Van Kalker Construction Inc	582-020-360.000	2,968.00
11/21	11/10/2021	95115	Van's Business Machines	514-587-802.000	92.99
11/21	11/10/2021	95116	Verizon Wireless	101-770-850.000	35.95
11/21	11/10/2021	95116	Verizon Wireless	101-773-850.000	50.75
11/21	11/10/2021	95116	Verizon Wireless	101-789-850.000	50.75
11/21	11/10/2021	95116	Verizon Wireless	101-770-850.000	71.90
11/21	11/10/2021	95116	Verizon Wireless	101-345-850.000	35.95
11/21	11/10/2021	95116	Verizon Wireless	101-345-850.000	64.95
11/21	11/10/2021	95116	Verizon Wireless	592-549-850.000	.92-
11/21	11/10/2021	95116	Verizon Wireless	582-588-850.000	4.57
11/21	11/10/2021	95116	Verizon Wireless	101-345-850.000	35.95
11/21	11/10/2021	95116	Verizon Wireless	101-345-850.000	41.28
11/21	11/10/2021	95116	Verizon Wireless	592-538-850.000	80.98
11/21	11/10/2021	95116	Verizon Wireless	592-538-920.000	280.07
11/21	11/10/2021	95117	Voorheis, Margaret Ann	271-790-802.000	180.00
11/21	11/10/2021	95118	W.W. Fairbairn & Sons	101-773-775.000	105.78
11/21	11/10/2021	95118	W.W. Fairbairn & Sons	101-773-775.000	8.97
11/21	11/10/2021	95119	West Marine Pro	101-789-985.000	977.92
11/21	11/10/2021	95120	Windemuller	592-537-802.000	640.00
11/21	11/09/2021	999239	ACH-ICMA 457	701-000-230.700	1,931.43- V
11/21	11/09/2021	999239	ACH-ICMA 457	701-000-230.700	5,100.00- V
11/21	11/09/2021	999239	ACH-ICMA 457	701-000-230.700	1,931.43 V
11/21	11/09/2021	999239	ACH-ICMA 457	701-000-230.700	673.25- V
11/21	11/09/2021	999239	ACH-ICMA 457	701-000-230.700	5,100.00 V
11/21	11/10/2021	999246	ACH-CHILD SUPPORT	701-000-230.160	160.23
11/21	11/10/2021	999247	ACH-EFTPS	701-000-230.200	12,565.58
11/21	11/10/2021	999247	ACH-EFTPS	701-000-230.100	20,731.41
11/21	11/10/2021	999247	ACH-EFTPS	701-000-230.200	12,565.58
11/21	11/10/2021	999247	ACH-EFTPS	701-000-230.200	2,938.76
11/21	11/10/2021	999247	ACH-EFTPS	701-000-230.200	2,938.76
11/21	11/10/2021	999248	ACH-ICMA 457	701-000-230.700	673.25
11/21	11/10/2021	999248	ACH-ICMA 457	701-000-230.700	7,100.00
11/21	11/10/2021	999248	ACH-ICMA 457	701-000-230.700	1,821.98
11/21	11/10/2021	999249	ICMA-ROTH	701-000-230.900	345.00
Grand Totals:					815,807.01

## Report Criteria:

Check.Check issue date = 10/28/2021-11/10/2021

Check Number	Check Issue Date	Name	GL Account	Amount
93983	11/10/2021	Wagner, Michael	101087654000	50.00-
94944	11/03/2021	Center City Gym	582588803000	32.45
94945	11/03/2021	Greer, Kathryn	582081642300	12.24
94946	11/03/2021	Mccarron, Joseph	582588803000	50.00
94947	11/03/2021	Waltz, Christopher	582588803000	50.00
94948	11/03/2021	Denison, Franklin	592040285000	72.29
94949	11/03/2021	Dickerson, Karen	582040285000	10.34
94950	11/03/2021	Ray, Davy	582040285000	26.16
95027	11/10/2021	Michalik, Tim & Jill	582081642300	179.18
95028	11/10/2021	Morris, Robin	582081642300	1,000.00
95029	11/10/2021	Shooks, Jamie	582588803000	76.00
95030	11/10/2021	Krussell, Tyler	582040285000	9.51
95031	11/10/2021	Marr, Calista	582040285000	35.50
Grand Totals:				1,503.67



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 15, 2021

**DATE PREPARED:** November 9, 2021

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

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

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**Background** On November 1 City Council decided to conduct a public hearing on November 15 to consider imposing special assessments against eligible, non-residential, downtown-area properties. This action follows the annual request of the Downtown Management Board that a special assessment be used to raise revenues that would be sufficient to offset costs of the Management Board's routine programs and services for 2022. If, after conducting the public hearing on November 15, the City Council decided that it wished to proceed with levying these proposed special assessments, the City Council then could adopt a resolution that would direct City staff to spread assessments and to invoice affected property owners. Staff has included an example of a special assessment invoice for your review.

**Process** As required by City Code provisions, the City Council on October 4 acknowledged receipt of a September 28 report by the City Manager that had outlined the Downtown Management Board's request. The City Council then confirmed that all costs of proposed programs and services would be offset by special assessments, designated the Management Board's territory as the assessment district, approved the recommended 2% increase assessment formula for notice purposes, and set an October 18 public hearing to receive comments concerning proposed programs and services. After the October 18 public hearing, the City Council directed that an assessment roll be prepared for its review on November 1, after which the roll was accepted and ordered to be placed on file. A second public hearing was set for November 15 to receive comments concerning proposed special assessments.

**Action** Enclosed is a proposed special-assessment roll, based upon the Downtown Management Board's recommended assessment formula of \$0.1873 per square foot of usable, first-floor space within eligible, non-residential buildings located in the Management Board's territory as the assessment district; \$0.0468 per square foot of usable space on floors other than first floors; and \$0.0572 per square foot of area on vacant, buildable lots. No comments concerning the proposed roll have been received. If the City Council wishes to proceed with this special assessment, enclosed is a proposed resolution that would confirm the City Council's approval of the proposed roll and would direct City staff to certify the roll, spread assessments accordingly, and invoice property owners within 30 days.

sb  
Enclosures



WHEREAS, the City Council on October 4, 2021, reviewed a report of September 28, 2021, that had been prepared by the City Manager that listed programs and services that had been proposed to be provided property owners and tenants within the Downtown Management Board's territory along with the proposed special-assessment roll that could be implemented to finance such programs and services; and

WHEREAS, following that review, the City Council conducted a public hearing on October 18, 2021, to receive comments concerning recommended programs and services as proposed to be provided by the Downtown Management Board as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, after having received no comments at its October 18 public hearing, the City Council then approved the programs and services as had been recommended by the Downtown Management Board, as well as approved the costs for such programs and services that had been estimated by the Downtown Management Board; and

WHEREAS, in addition to approving proposed downtown programs and services and costs of such programs and services, City Council directed City staff to prepare a special-assessment roll in accordance with the City Council's approval of recommended programs and services and costs of such programs and services for presentation to the City Council on November 1, 2021; and

WHEREAS, after receiving a proposed special-assessment roll, City Council accepted the assessment roll, ordered that it be placed on file with City staff and made available for inspection by the public, scheduled a public hearing for November 15, 2021, to receive comments concerning the proposed special-assessment roll, and directed City staff to publish a notice of the November 15, 2021 public hearing and to notify potentially affected property owners of said hearing; and

WHEREAS, the City Council conducted its November 15 public hearing and is satisfied with the assessment roll as prepared by the City staff and believes that assessments are in proportion to the benefits to be received:

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

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

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

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT**

STREET	AREA AND COST PER FLOOR												TOTAL COST
	FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		VACANT LAND		
	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
Bay Street	26,305	\$ 4,926.93	12,774	\$ 597.82	5,417	\$ 253.52	-	\$ -	3,240	\$ 151.63	-	\$ -	\$ 5,929.90
Division Street	-	-	-	-	-	-	-	-	-	-	-	-	-
Howard Street	70,662	13,234.99	20,309	950.46	-	-	-	-	20,554	961.93	-	-	15,147.38
Lake Street	93,147	17,446.43	51,771	2,422.88	8,273	387.18	-	-	45,481	2,128.51	-	-	22,385.00
Lewis Street	15,360	2,876.93	12,590	589.21	12,590	589.21	3,922	183.55	8,711	407.67	-	-	4,646.58
Michigan Street	21,766	4,076.77	300	14.04	-	-	-	-	-	-	6,324	361.73	4,452.54
Mitchell Street	173,384	32,474.82	55,064	2,577.00	14,375	672.75	-	-	88,526	4,143.02	87,528	5,006.60	44,874.19
Park Avenue	5,756	1,078.10	860	40.25	-	-	-	-	4,939	231.15	-	-	1,349.49
Petoskey Street	22,309	4,178.48	4,692	219.59	3,672	171.85	-	-	3,314	155.10	-	-	4,725.01
Rose Street	4,428	829.36	3,608	168.85	-	-	-	-	-	-	-	-	998.22
Waukazoo Street	5,028	941.74	-	-	-	-	-	-	-	-	-	-	941.74
TOTALS	438,145	\$ 82,064.56	161,968	\$ 7,580.10	44,327	\$ 2,074.50	3,922	\$ 183.55	174,765	\$ 8,179.00	93,852	\$ 5,368.33	\$ 105,450.05

Description	Rate
First Floor	\$0.1873
Non-First floor	\$0.0468
Unimproved	\$0.0572

Invoices 135

9/28/2021

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
BAY STREET**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-001	CITY OF PETOSKEY	BAY STREET		\$     -		\$     -		\$     -		\$     -		\$     -	\$     -
06-226-002	CITY OF PETOSKEY	BAY STREET											-
06-226-003	PETOSKEY LAND & CATTLE	322 BAY STREET	5,893	1,103.76	3,086	144.42							1,248.18
06-200-011	ACROSS THE BAY	319 BAY STREET	1,476	276.45									276.45
06-200-006	WINE GUYS HOLDINGS, LLC	321 BAY STREET	1,763	330.21	1,433	67.06							397.27
06-200-007	KONDZIELA, PAUL TRUST	327 BAY STREET	821	153.77									153.77
06-200-008	LANDIS CONNIE - residential	329 BAY STREET	0	-	-	-							-
06-200-009	BAY STREET REAL ESTATE HOLDI	331 BAY STREET (HOWARD STREET)	1,228	230.00	888	41.56							271.56
05-101-017	NATIONAL CITY BANK MI/ IL	401 BAY STREET (HOWARD STREET)	3,436	643.56	930	43.52					1,209	56.58	743.67
05-101-062	TIP OF MIT WATERSHED	426 BAY STREET (PARK AVENUE)	2,590	485.11	1,020	47.74							532.84
05-104-101	BANK OF NORTHERN MICHIGAN	406 BAY STREET	5,190	972.09	5,417	253.52	5,417	253.52					1,479.12
05-105-101	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 1	802	150.21									150.21
05-105-102	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 2	1,354	253.60							744	34.82	288.42
05-105-103	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 3	1,752	328.15							1,287	60.23	388.38
11 TOTALS			26,305	\$ 4,926.93	12,774	\$ 597.82	5,417	\$ 253.52	-	\$ -	3,240	\$ 151.63	\$ 5,929.90



**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
DIVISION STREET**

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

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
HOWARD STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-067	CRC HOLDINGS LLC	107 HOWARD STREET	3,780	\$ 707.99		\$ -		\$ -		\$ -		\$ -	\$ 707.99
05-101-011	SELDEN CARS, LLC	113 HOWARD STREET	1,306	244.61	852	39.87							284.49
05-101-015	117 HOWARD STREET, LLC	117 HOWARD STREET	2,280	427.04	788	36.88							463.92
05-101-022	ORAHAM, WALT/GENEVA TRUST	203 HOWARD STREET	4,786	896.42									896.42
05-101-024	HOWARD PROPERTY PARTNERS	209 HOWARD STREET	1,630	305.30	756	35.38							340.68
05-101-025	PHILLIPS, JUDY L. TRUST	215 HOWARD STREET	1,500	280.95	1,500	70.20							351.15
05-101-059	SYMONS, CHANDLER/LYNN TRUS	217 HOWARD STREET	900	168.57									168.57
05-101-036	SECOND EDITION INVEST. CO.	303 HOWARD STREET (EAST LAKE STREET)	1,425	266.90	1,425	66.69							333.59
05-101-047	SUMMIT POINT II LLC	307 HOWARD STREET	2,057	385.28									385.28
05-101-049	LAKE HOWARD LLC	309 HOWARD STREET (PARK AVENUE)	1,114	208.65	1,114	52.14							260.79
05-101-050	EASTER OTTER LLC	311 HOWARD STREET (PARK AVENUE)	1,857	347.82	897	41.98							389.80
05-151-001	SEL WAYS, LLC	411 HOWARD STREET	2,886	540.55									540.55
05-151-008	MUNSON, THOMAS	415 HOWARD STREET	1,560	292.19									292.19
05-151-010	PERKINS, JONATHON & SONJA	417 HOWARD STREET	3,666	686.64									686.64
05-151-012	PERKINS, JONATHON & SONJA	421 HOWARD STREET	1,881	352.31									352.31
06-226-041	PETOSKEY LAND & CATTLE	200 HOWARD STREET	5,247	982.76									982.76
06-226-042	SECOND-HALF PRODUCTIONS	206 HOWARD STREET	1,903	356.43							1,903	89.06	445.49

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD**  
**2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT**  
**HOWARD STREET**

PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
				FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
				AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-006	T.J.B. PROPERTY HOLDINGS LLC	208 HOWARD STREET	1,755	\$ 328.71		\$ -		\$ -		\$ -		\$ -	\$ 328.71	
06-226-007	HOWARD PROPERTY PARTNERS	210 HOWARD STREET	2,888	540.92							2,888	135.16	676.08	
06-226-019	WJ & C, LLC	216 HOWARD STREET	2,400	449.52									449.52	
06-226-027	HOWARD & LAKE LLC	300 HOWARD STREET (LAKE STREET)	1,975	369.92							1,964	91.92	461.83	
06-226-028	ANDREWS PROPERTIES LLC	306 HOWARD STREET	1,250	234.13	877	\$ 41.04							275.17	
06-226-030	HOWARD PROPERTY PARTNERS	308 HOWARD STREET	1,165	218.20	-	-							218.20	
06-226-031	HOWARD PROPERTY PARTNERS	310 HOWARD STREET	2,500	468.25	-	-							468.25	
06-226-037	TURTLE ISLAND PARTNERS LLC	314 HOWARD STREET	5,000	936.50	5,000	234.00					4,832	226.14	1,396.64	
06-226-040	BANK ONE	324 HOWARD STREET (MITCHELL STREET)	7,100	1,329.83	7,100	332.28					7,100	332.28	1,994.39	
06-277-054	PROSPECT GROUP PROPERTIES	410 HOWARD STREET	1,867	349.69							1,867	87.38	437.06	
06-277-021	MSKS LLC	418 HOWARD STREET (MICHIGAN STREET)	2,984	558.90									558.90	
PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND										
				AREA	COST									
05-151-015	PERKINS, JONATHON & SONJA	425 HOWARD STREET	PARKING LOT											-
28 TOTALS			70,662	\$ 13,234.99	20,309	\$ 950.46	-	\$ -	-	\$ -	20,554	\$ 961.93	\$ 15,147.38	

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LAKE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-227-015	MDC JACKSON LLC	215 EAST LAKE STREET	5,212	\$ 976.21	686	\$ 32.10		\$ -		\$ -	4,176	\$ 195.44	\$ 1,203.75
06-226-008	SHORTER, MARIETTA TRUST	301 EAST LAKE STREET (PETOSKEY STREET)	3,325	622.77	3,325	155.61					1,325	62.01	840.39
06-226-009	M.E.M. PROPERTIES	305 EAST LAKE STREET	1,750	327.78							1,750	81.90	409.68
06-225-101	LONGFIELD FARM LTD PARTNER	307 EAST LAKE ST, UNIT 1	2,030	380.22							2,346	109.79	490.01
06-225-102	MAGER PETOSKEY LTD PARTNER	307 EAST LAKE ST, UNIT 2	2,084	390.33							1,681	78.67	469.00
06-226-012	SHORTER PROPERTIES, LLC	311 EAST LAKE STREET	1,238	231.88	1,238	57.94					1,238	57.94	347.75
06-226-013	TESKA, MICHAEL & LINDA	313 EAST LAKE STREET	675	126.43									126.43
06-226-014	WARD, DONALD & JENNIFER TRU	315 EAST LAKE STREET	1,225	229.44									229.44
06-226-015	SLANEC LLC	317 EAST LAKE STREET	2,075	388.65	1,775	83.07					2,045	95.71	567.42
06-226-016	NORWOOD GROUP, LLC	319 EAST LAKE STREET	2,000	374.60							1,976	92.48	467.08
06-226-017	WOLF INVESTMENT OF MICHIGAN	321 EAST LAKE STREET	4,050	758.57	4,050	189.54							948.11
06-226-018	SPLASH PROPERTIES, LLC	325 EAST LAKE STREET	4,000	749.20	4,000	187.20					4,000	187.20	1,123.60
06-226-020	WJ & C, LLC	329-331 EAST LAKE ST. (HOWARD STREET)	4,065	761.37	4,065	190.24	4,065	190.24			3,911	183.03	1,324.89
06-226-021	SCOTT FAMILY TRUST	306 EAST LAKE STREET (PETOSKEY STREET)	5,323	997.00	625	29.25							1,026.25
06-226-022	HAAS, THERESA	312 EAST LAKE STREET	2,295	429.85	1,275	59.67							489.52
06-226-023	ROBINSON, GEORGE & BARBARA	314 EAST LAKE STREET	2,015	377.41									377.41
06-226-024	HOWARD PROPERTY PARTNERS	316 EAST LAKE ST.	4,603	862.14	-	-							862.14
06-226-025	HOWARD PROPERTY PARTNERS	320 EAST LAKE STREET	3,344	626.33	1,500	70.20							696.53

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LAKE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-026	PHILLIPS, JUDY L. TRUST	322-340 EAST LAKE ST.	12,002	\$ 2,247.97	10,355	\$ 484.61		\$ -		\$ -	2,550	\$ 119.34	\$ 2,851.93
05-101-035	SYMONS, CHANDLER T JR TRUST	401 EAST LAKE STREET (HOWARD STREET)	1,590	297.81	1,590	74.41					1,590	74.41	446.63
05-101-058	CIPIO LLC	403 EAST LAKE STREET	1,500	280.95	1,500	70.20					1,500	70.20	421.35
05-101-027	MASONIC ASSOCIATION	405 EAST LAKE STREET	4,208	788.16	4,208	196.93	4,208	196.93			2,800	131.04	1,313.07
05-101-028	NORTH HARBOR GROUP, LLC	409 EAST LAKE STREET	1,945	364.30	975	45.63					1,945	91.03	500.95
05-101-070	AMERICAN SPOON FOODS INC	411 EAST LAKE ST. (PARK AVENUE)	3,568	668.29									668.29
05-101-031	EMMET COUNTY	321 ELK AVENUE											-
05-101-037	SECOND EDITION INVEST. CO.	406 EAST LAKE STREET	3,611	676.34	3,611	168.99							845.34
05-101-040	WINE GUYS HOLDINGS LLC	432 EAST LAKE STREET	7,434	1,392.39	3,175	148.59					7,411	346.83	1,887.81
05-101-041	SASS INVESTMENT CO	434 EAST LAKE STREET	1,475	276.27									276.27
05-101-042	PETOSKEY LAND & CATTLE	438 EAST LAKE STREET	3,237	606.29	2,550	119.34					3,237	151.49	877.12
05-101-043	CITY OF PETOSKEY	EAST LAKE STREET											-
05-101-044	CITY OF PETOSKEY	EAST LAKE STREET											-
05-101-045	EMMET COUNTY	454-456 EAST LAKE ST.											-
05-101-038	APPLE PIE PROPERTIES, LLC	410 E. LAKE ST. (formerly 300 Park Ave.)	1,268	237.50	1,268	59.34							296.84
29	TOTALS		93,147	\$ 17,446.43	51,771	\$ 2,422.88	8,273	\$ 387.18	-	\$ -	45,481	\$ 2,128.51	\$ 22,385.00

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LEWIS STREET**

PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
				FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
				AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-060	MS LODGING LLC	100 LEWIS STREET (ROSE & BAY STREETS)	15,360	\$ 2,876.93	12,590	\$ 589.21	12,590	\$ 589.21	3,922	\$ 183.55	8,711	\$ 407.67	\$ 4,646.58	

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**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MICHIGAN STREET**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST	
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT			
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST		
06-277-022	CITY OF PETOSKEY	MICHIGAN STREET (PETOSKEY STREET)		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	
06-277-019	CITY OF PETOSKEY	MICHIGAN STREET											-	
06-277-020	CITY OF PETOSKEY	MICHIGAN STREET											-	
05-151-011	CLARK, DENNIS & ANGELA	411 MICHIGAN STREET	2,400	\$ 449.52									449.52	
05-151-002	PERKINS JONATHON & SONJA	407 MICHIGAN STREET	10,428	1,953.16									1,953.16	
05-151-003	BURRELL, JACKLYN	413 MICHIGAN STREET	4,318	808.76									808.76	
05-151-004	BLDG AUTH CITY OF PETOSKEY	417 MICHIGAN STREET											-	
05-151-006	CITY OF PETOSKEY	MICHIGAN STREET											-	
05-151-013	445 MICHIGAN LLC	445 MICHIGAN	1,531	286.76	300	14.04						-	300.80	
05-156-001	425 MITCHELL ST CONDO ASSOC	406 PENNY'S ALLEY	-	-	Condo property assessed to units - Penny's Alley								-	
05-156-101	484 BENNAVILLE LLC	406 PENNY'S ALLEY #1	-	-	Residential garage								-	
05-156-102	OFFIELD SUSAN MARION TRUST	406 PENNY'S ALLEY #2	-	-	Residential garage								-	
05-156-103	484 BENNAVILLE LLC	406 PENNY'S ALLEY #3	175	32.78									32.78	
05-156-104	484 BENNAVILLE LLC	406 PENNY'S ALLEY #4	682	127.74			restaurant storage?						127.74	
05-156-105	484 BENNAVILLE LLC - restaurant food court portion below	406 PENNY'S ALLEY #5	2,232	418.05									418.05	
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	LAND											TOTAL COST
			AREA	COST										
05-156-105	484 BENNAVILLE LLC - food court Restaurant portion above	406 PENNY'S ALLEY #5	6,324	\$ 361.73										361.73
8 TOTALS			21,766	\$ 4,076.77	300	\$ 14.04	-	\$ -	-	\$ -	-	\$ -	\$ 4,452.54	

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-038	FRANKHOUSER JOHN & MARY LOI	301 EAST MITCHELL ST. (PETOSKEY STREET)	3,120	\$    584.38		\$    -		\$    -		\$    -		\$    -	\$    584.38
06-226-039	REID, JAMES III	307 EAST MITCHELL	6,141	1,150.21	5,808	271.81					5,696	266.57	1,688.60
06-226-033	HOWARD PROPERTIES PARTNER	311 EAST MITCHELL	6,308	1,181.49	5,390	252.25					5,390	252.25	1,685.99
06-226-034	PAUL KRECKE	317 EAST MITCHELL ST.	5,050	945.87	-	-							945.87
06-226-043	HOWARD PROPERTIES PARTNER	319 EAST MITCHELL ST.	5,050	945.87									945.87
06-226-044	DUSE, MARNIE	323 EAST MITCHELL ST.	1,700	318.41							1,625	76.05	394.46
06-277-001	ROSSI PAUL	202 EAST MITCHELL ST. (EMMET STREET)	2,640	494.47									494.47
06-277-003	GRAIN TRAIN NATURAL FOOD CO	220 EAST MITCHELL ST.	6,571	1,230.75									1,230.75
06-277-050	MIGHTY FINE PIZZA & DELI	222 EAST MITCHELL ST.	480	89.90									89.90
06-277-004	C4 HOLDINGS, LLC	224 EAST MITCHELL (PETOSKEY STREET)	3,388	634.57	3,482	162.96							797.53
06-277-052	HOWARD PROPERTIES PARTNER	300 EAST MITCHELL ST. (PETOSKEY STREET)	10,181	1,906.90	5,529	258.76					10,181	476.47	2,642.13
06-277-007	HOWARD PROPERTIES PARTNER	316 EAST MITCHELL ST.	6,640	1,243.67	4,410	206.39	4,410	206.39			4,410	206.39	1,862.84
06-277-008	PHILLIPS, JUDY L TRUST	320 EAST MITCHELL ST.	1,750	327.78									327.78
06-277-009	PETOSKEY LAND & CATTLE CO	322 EAST MITCHELL ST.	3,375	632.14	1,890	88.45							720.59
06-277-010	SAM'S GRACES CAFÉ LLC	324 EAST MITCHELL ST.	1,684	315.41									315.41
06-277-053	JORGENSEN FAMILY TRUST	326 EAST MITCHELL ST.	2,935	549.73							2,625	122.85	672.58
06-277-013	PETOSKEY COMMUNITY CORP.	330 EAST MITCHELL ST. (HOWARD STREET)	2,734	512.08	2,734	127.95							640.03



**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-039	GEMINI LAND CO.	421 EAST MITCHELL ST. (EAST LAKE STREET)	8,250	\$ 1,545.23		\$ -		\$ -		\$ -	8,250	\$ 386.10	\$ 1,931.33
05-101-051	REUSCH VANCE	427 EAST MITCHELL	2,839	531.74									531.74
05-101-057	PETOSKEY LAND & CATTLE CO LL	435 EAST MITCHELL ST.	6,495	1,216.51	4,623	216.36							1,432.87
05-101-052	PETOSKEY LAND & CATTLE CO	441 EAST MITCHELL ST.	6,892	1,290.87									1,290.87
05-101-053	PETOSKEY LAND & CATTLE CO	443 EAST MITCHELL	13,800	2,584.74							9,660	452.09	3,036.83
05-101-054	CITY OF PETOSKEY	451 EAST MITCHELL ST.											-
05-101-055	CROOKED TREE ART COUNCIL	461 EAST MITCHELL ST. (DIVISION STREET)	9,432	1,766.61	700	32.76	-	-	-		9,952	465.75	2,265.13
05-100-001	HOWARD PROPERTY PARTNERS	408 EAST MITCHELL ST. (HOWARD STREET)	10,108	1,893.23	10,108	473.05					10,108	473.05	2,839.34
05-100-151	DRSKOPLAND LLC	412 EAST MITCHELL ST.	1,656	310.17							1,632	76.38	386.55
05-100-152	HOWARD PROPERTY PARTNERS	416 EAST MITCHELL ST.	5,610	1,050.75							5,556	260.02	1,310.77
05-100-004	PETOSKEY LAND & CATTLE CO	418 EAST MITCHELL ST.	5,390	1,009.55	5,390	252.25	5,390	252.25			5,390	252.25	1,766.30
05-100-006	SYMON CHANDLER JT TRUST	426 EAST MITCHELL ST.	2,500	468.25							2,350	109.98	578.23
05-100-007	ROCHON ELAINE TRUST	430 EAST MITCHELL ST.	2,500	468.25							2,500	117.00	585.25
05-100-008	FIVE WILDERS INC	434 EAST MITCHELL ST.	5,000	936.50	5,000	234.00							1,170.50
05-100-009	PETOSKEY LAND & CATTLE CO	436 EAST MITCHELL ST.	2,500	468.25									468.25
05-100-010	PETOSKEY LAND & CATTLE CO	438 EAST MITCHELL ST.	2,375	444.84									444.84

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

			AREA AND COST PER FLOOR										TOTAL COST
PROPERTY		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
NUMBER	PROPERTY OWNER		AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-100-011	PETOSKEY LAND & CATTLE CO	440 EAST MITCHELL ST.	2,825	\$ 529.12		\$ -		\$ -		\$ -		\$ -	\$ 529.12
05-100-012	ERIC & LORRAINE KASPER	442 EAST MITCHELL ST.	2,650	496.35									496.35
05-100-013	AMBITIOUS BEE PROPERTIES LLC	444 EAST MITCHELL ST.	1,625	304.36									304.36
05-100-014	PETOSKEY LAND & CATTLE CO	446 EAST MITCHELL ST. (WAUKAZOO AVENUE)	4,380	820.37									820.37
05-154-101	THOMAS JUSTIN	422 EAST MITCHELL ST #1	Third floor unit - residential										-
05-154-102	SUSAN OFFIELD TRUST	422 EAST MITCHELL ST #2	Third floor unit - residential										-
05-154-103	484 BENNAVILLE LLC	422 EAST MITCHELL ST #3	Second floor unit - commercial				2,279	106.66					106.66
05-154-104	484 BENNAVILLE LLC	422 EAST MITCHELL ST #4	Second floor unit - commercial				2,296	107.45					107.45
05-154-105	484 BENNAVILLE LLC	422 EAST MITCHELL ST #5	1,875	351.19	First floor unit - commercial - includes basement						697	32.62	383.81
05-154-106	484 BENNAVILLE LLC	422 EAST MITCHELL ST #6	2,318	434.16	First floor unit - commercial - includes basement						2,108	98.65	532.82
05-101-064	CHAMBER OF COMMERCE	401 EAST MITCHELL ST.	2,617	490.16							396	18.53	508.70
PROPERTY		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND										5,006.60
NUMBER	PROPERTY OWNER		AREA	COST									
06-227-016	PETOSKEY GRAND LLC	MITCH/ PETOSKEY/ LAKE	87,528	\$ 5,006.60	Replaces 8 previous parcels @ 10,941 sq ft								
			87,528	\$ 5,006.60									
42 TOTALS			173,384	\$ 32,474.82	55,064	\$ 2,577.00	14,375	\$ 672.75	-	\$ -	88,526	\$ 4,143.02	\$ 44,874.19

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
PARK AVENUE**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-030	THOMPSON PARK AVE PROPERTII	216 PARK AVENUE	2,901	\$ 543.36		\$ -		\$ -		\$ -	2,861	\$ 133.89	\$ 677.25
05-101-033	PETOSKEY LAND & CATTLE LLC.	222 PARK AVENUE	1,188	222.51							1,188	55.60	278.11
05-101-034	PETOSKEY LAND & CATTLE, LLC	224 PARK AVENUE	807	151.15							890	41.65	192.80
05-101-038	APPLE PIE PROPERTIES, LLC	300 PARK AVENUE moved to 410 E Lake St											-
05-101-063	CIPIO LLC	214 PARK AVE	860	161.08	860	40.25							201.33
4 TOTALS			5,756	\$ 1,078.10	860	\$ 40.25	-	\$ -	-	\$ -	4,939	\$ 231.15	\$ 1,349.49

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
PETOSKEY STREET**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-032	REID, JAMES III	313 PETOSKEY STREET	676	\$ 126.61		\$ -		\$ -		\$ -		\$ -	\$ 126.61
06-277-018	CITY OF PETOSKEY	PETOSKEY STREET											-
06-277-022	CITY OF PETOSKEY	PETOSKEY STREET (MICHIGAN STREET)											-
06-226-045	BEAR RIVER REALTY LLC	1 PETOSKEY STREET	3,672	687.77	3,672	171.85	3,672	171.85					1,031.46
06-277-015	HARRIS, DANIEL & AMY	410 PETOSKEY STREET	2,262	423.67									423.67
06-227-001	LAMBERT, MICHAEL T & HELEN T	202 PETOSKEY STREET	4,024	753.70									753.70
06-227-004	MOLCOR LLC	214 PETOSKEY STREET (EAST LAKE STREET)	3,285	615.28							3,314	155.10	770.38
06-277-017	REED, PAUL W & KATHLEEN A	414 PETOSKEY STREET	2,010	376.47									376.47
06-278-005	ALM, MARIE C TRUST	418 PETOSKEY STREET	1,128	211.27									211.27
06-278-008	HARRIS PROFESSIONAL PROPER	1424 PETOSKEY STREET (MICHIGAN STREET)	1,820	340.89	1,020	47.74							388.62
06-226-029	BEIER FAMILY REAL ESTATE CO.,	309 PETOSKEY STREET	3,432	642.81									642.81
9 TOTALS			22,309	\$ 4,178.48	4,692	\$ 219.59	3,672	\$ 171.85	-	\$ -	3,314	\$ 155.10	\$ 4,725.01

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
ROSE STREET**

PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
				FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
				AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-002	MS LODGING LLC	410 ROSE STREET	4,428	\$ 829.36	3,608	\$ 168.85	-	\$ -	-	\$ -	-	\$ -	\$ 998.22	

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2021 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
WAUKAZOO STREET**

PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
				FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
				AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-151-007	LITTLE BAY COTTAGE LLC	414 WAUKAZOO STREET	0	\$ -	-	\$ -	Residential begin Dec 2016		\$ -		\$ -		\$ -	
05-151-009	CRESS ENTERPRISES INC.	418 WAUKAZOO STREET	1,932	\$ 361.86	-	-						-	361.86	
05-151-014	1ST CHURCH CHRIST SCIENTIST	420 WAUKAZOO STREET	3,096	\$ 579.88	-	-						-	579.88	
2 TOTALS			5,028	\$ 941.74	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 941.74	



# City of Petoskey

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

## INVOICE

### 2021 DOWNTOWN PROGRAMS AND SERVICES SPECIAL ASSESSMENTS

Invoice Date: Nov. 16, 2021

Mail to:

ABC Company  
101 East Lake Street  
Petoskey, MI 49770

Property ID: 00-000-000

Address: 101 East Lake Street  
Petoskey, MI 49770

SQUARE FOOTAGE	DESCRIPTION	PRICE PER SQUARE FOOT	AMOUNT
5,893	First Floor	\$0.1873	\$1,103.76
3,086	Second Floor	\$0.0468	\$144.42
0	Third Floor	\$0.0468	\$0.00
0	Fourth Floor	\$0.0468	\$0.00
0	Basement	\$0.0468	\$0.00
0	Vacant Space	\$0.0572	\$0.00
TOTAL SPECIAL ASSESSMENT			\$1,248.18
<p>Since, 1993, annual special assessments paid by downtown property owners have helped to fund programs and services provided by the Downtown Management Board. Programs such as 17 special events, economic enhancement, beautifications, marketing and promotions, and administration are funded by these assessments. Assessments are determined by a square-footage formula of eligible, non-residential properties assessed at \$0.1873 per square foot for useable first-floor area, \$0.0468 per square foot for floors other than first floors, \$0.0572 per square foot for vacant, improved and unimproved lots.</p> <p>Persons with questions about this assessment should call either the City of Petoskey Director of Finance at 231-347-2500 or the Downtown Management Board Downtown Director at 231-622-8501.</p>			
			<b>\$1,248.18</b>
			<b>PAY THIS AMOUNT</b>

Questions concerning this invoice?

Call: DIRECTOR OF FINANCE  
231-347-2500

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

**PAYMENT DUE WITHIN 30 DAYS FROM DATE OF INVOICE. A 4% PENALTY WILL BE ADDED ON 12/15/21. INTEREST AT A RATE OF 1% PER MONTH WILL BE ADDED BEGINNING JANUARY 1, 2022.**



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 15, 2021

**DATE PREPARED:** November 10, 2021

**AGENDA SUBJECT:** Public Hearing and Review of 2022 Budget and Resolution

**RECOMMENDATION:** That City Council receive public comment and continue review with possible approval of 2022 Annual Budget

---

**Background** City Council heard a presentation on the 2022 proposed budget at their November 1, 2021 meeting and scheduled a public hearing on the budget for November 15, 2021. The purpose of the hearing is to receive public comment concerning the proposed budget and property tax millage rates. Section 8.3 of the City Charter requires a public hearing on the budget and State law requires a public hearing on proposed millage rates.

**Millage Rates** Estimated within the proposed 2022 Annual Budget are individual millage rates that would total 13.3859 mills. Final adjustments of property tax millage rates would be approved by City Council in spring of 2022, following the State's annual equalization of assessed and taxable values. For the purpose of preparing the proposed 2022 Annual Budget, property-tax millage rates have been proposed at the amounts of 7.3639 mills to produce revenues to offset costs of general government services and projects, with .4890 mills added for solid-waste programs; 3.7920 mills to offset costs of maintenance operations and public improvements within street right-of-ways; 1.7410 mills to offset costs for operation and maintenance of the Petoskey District Library.

**Rates and Charges** Enclosed is a listing of proposed changes to City rates and charges in three areas.

Department of Public Safety – rates for use of vehicles adjusted for increases in staff hourly rates per the collective bargaining agreement.

Department of Finance – increase in application fees due to the amount of time spent processing the applications by City staff which includes: Finance, Public Safety and City Planner.

Department of Parks and Recreation – Marina seasonal and transient boat slip rental rates. These include annual rental rates provided to the City by the DNR Waterways Commission.

**Resolution Adopting Budget** Enclosed is a proposed resolution that would confirm adoption of the 2022 Annual Budget as presented, with estimated property tax millage rates totaling 13.3859 mills, and that would assign balances and appropriations. The proposed resolution would authorize the declaration of City-owned personal property as surplus and to arrange for its sale or disposal; adjustments among line item appropriations so long as the total expenditure budget for the assigned fund is not exceeded; negotiation with and establishment of certain rates for electric-utility customers in response to on-going utility-industry restructuring efforts; continuation of participation in feasibility studies conducted by the Michigan Public Power Agency or other established by the Agency related to power-supply issues and meeting the City's electrical system needs; and proposed 2022 City-wide rates and charges.



**Action** That City Council conduct a public hearing regarding the proposed 2022 Budget and mill levy rates. City Council may take action on the annual budget following the public hearing.

at  
Enclosures



# City of Petoskey

## Resolution

WHEREAS, as required of City Charter provisions, the City Manager has presented to the City of Petoskey City Council the City's proposed annual budget for 2022; and

WHEREAS, as also is required of City Charter provisions, the City Council on November 15, 2021, conducted a public hearing to receive comments concerning these proposed budgets for the City's various funds:

### **General Fund**

January 1, 2022 Fund Balance	\$ 6,032,169
Revenues	<u>10,292,000</u>
Expenditures:	
General Governmental Services	1,897,200
Public Safety	3,504,400
Public Works	672,300
Recreation and Cultural	<u>3,897,800</u>
Total Expenditures	<u>9,971,700</u>
December 31, 2022 Fund Balance	\$ <u>6,352,469</u>

### **Major Street Fund**

January 1, 2022 Fund Balance	\$ 1,253,716
Revenues	1,115,500
Expenditures	<u>1,193,700</u>
December 31, 2022 Fund Balance	\$ <u>1,175,516</u>

### **Local Street Fund**

January 1, 2022 Fund Balance	\$ 996,506
Revenues	1,361,800
Expenditures	<u>1,722,100</u>
December 31, 2022 Fund Balance	\$ <u>636,206</u>

**General Street Fund**

January 1, 2022 Fund Balance	\$ 1,521,845
Revenues	1,259,000
Expenditures	<u>1,704,000</u>
December 31, 2022 Fund Balance	\$ <u>1,076,845</u>

**Tax Increment Finance Authority Fund**

January 1, 2022 Fund Balance	\$ 986,887
Revenues	553,300
Expenditures	<u>647,000</u>
December 31, 2022 Fund Balance	\$ <u>893,187</u>

**Library Fund**

January 1, 2022 Fund Balance	\$ 1,117,237
Revenues	1,580,800
Expenditures	<u>1,577,900</u>
December 31, 2022 Fund Balance	\$ <u>1,120,137</u>

**Downtown Management Fund**

January 1, 2022 Fund Balance	\$ 184,913
Revenues	156,600
Expenditures	<u>155,300</u>
December 31, 2022 Fund Balance	\$ <u>186,213</u>

**Downtown Parking Fund**

January 1, 2022 Retained Earnings	\$ 1,071,255
Revenues	903,900
Expenses	<u>725,000</u>
December 31, 2022 Retained Earnings	\$ <u>1,250,155</u>

**Right-of-Way Fund**

January 1, 2022 Fund Balance	\$ 959,801
Revenues	1,863,100
Expenditures	<u>2,102,000</u>
December 31, 2022 Fund Balance	\$ <u>720,901</u>

**Electric Fund**

January 1, 2022 Retained Earnings	\$ 25,200,975
Revenues	11,042,900
Expenses	<u>10,880,900</u>
December 31, 2022 Retained Earnings	\$ <u>25,362,975</u>

**Water and Sewer Fund**

January 1, 2022 Retained Earnings	\$ 27,340,382
Revenues	6,246,100
Expenses	<u>5,828,000</u>
December 31, 2022 Retained Earnings	\$ <u>27,758,482</u>

**Motor Pool Fund**

January 1, 2022 Retained Earnings	\$ 5,364,955
Revenues	1,198,800
Expenses	<u>1,147,400</u>
December 31, 2022 Retained Earnings	\$ <u>5,416,355</u>

**Building Authority Marina Improvements Bond Fund**

January 1, 2022 Fund Balance	\$ 30,441
Revenues	124,700
Expenditures	<u>124,300</u>
December 31, 2022 Fund Balance	\$ <u>30,841</u>

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

January 1, 2022 Fund Balance	\$ 123,611
Revenues	265,800
Expenditures	<u>263,700</u>
December 31, 2022 Fund Balance	\$ <u>125,711</u>

WHEREAS, following the public hearing to receive comments concerning the proposed 2022 Annual Budget and its consideration of the proposed budget, the City Council wishes to approve the proposed budgets of these various City funds; and

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby approves the 2022 Annual Budget as presented by the City Manager and as summarized in this resolution; and

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

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

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

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

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

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

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

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

**CITY OF PETOSKEY**  
Rates and Charges  
Proposed Changes for 2022

<b><u>Department of Public Safety</u></b>	<b>Proposed</b>	<b>Current</b>	<b>Difference</b>
Use of Fire Engine:			
Personnel for fire engine per hour	\$110	\$104	\$6
Overtime per hour	\$155	\$146	\$9
Use of Patrol Unit:			
Personnel for patrol unit per hour	\$55	\$52	\$3
Overtime per hour	\$76	\$73	\$3
<b><u>Department of Finance</u></b>			
Bed & Breakfast Application Fee - Initial	\$225	\$150	\$75
Bed & Breakfast Application Fee - Annually	\$175	\$100	\$75
Boarding House Application Fee - Initial	\$225	\$150	\$75
Boarding House Application Fee - Annually	\$175	\$100	\$75
Hotel Operation Application Fee - Initial	\$225	\$150	\$75
Hotel Operation Application Fee - Annually	\$175	\$100	\$75
Short-Term/Vacation Rental Application Fee - Initial	\$225	\$150	\$75
Short-Term/Vacation Rental Application Fee - Annually	\$175	\$100	\$75
<b><u>Department of Parks and Recreation</u></b>			
Marina Seasonal Slips (based on DNR Waterways Commission Rate 2):			
30 foot Boat Slip	\$3,060	\$2,820	\$240
38 foot Boat Slip	\$3,876	\$3,572	\$304
42 foot Boat Slip	\$4,284	\$3,948	\$336
45 foot Boat Slip	\$4,590	\$4,230	\$360
60 foot Boat Slip	\$6,120	\$5,640	\$480
Marina Transient (based on DNR Waterways Commission Tier G):			
Daily well rental - fees per foot rounded to nearest \$1.00	\$1.60 per foot	\$1.48 per foot	\$0.12 per foot



**BOARD:** City Council

**MEETING DATE:** November 15, 2021

**DATE PREPARED:** November 9, 2021

**AGENDA SUBJECT:** Introduction of an ordinance to amend the Subdivision and Zoning Ordinances

**RECOMMENDATION:** Discussion/ Postpone Action

---

**Background** At its October 21, 2021 meeting, the Planning Commission held a public hearing on several ordinance amendments to remove barriers to housing development and construction and recommended the changes to City Council. These changes were then discussed at a special joint meeting of the Planning Commission and City Council on November 8, 2021.

**Discussion** A mark-up of ordinance language being recommended to City Council is enclosed.

**A. Appendix B to the Code of Ordinances, Subdivision (Section 1503)**

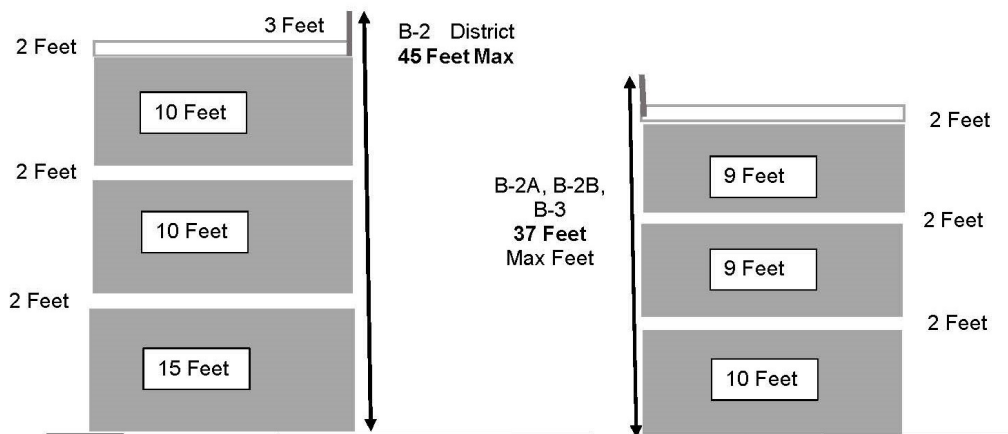
The one proposed change is to reduce the width requirement of private streets, while still allowing access by Public Safety vehicles.

**B. Appendix A to the Code of Ordinances, Zoning**

The proposed changes in the business and industrial districts (Sections 801, 1001, 1201, 1401, and 2601) would eliminate density restrictions. This allows a developer to determine the number of units based on other zoning requirements including building height, parking, and setbacks rather than an arbitrary calculation based on lot size.

The proposed building height changes in the B-2, B-2A, B-2B, B-3 and O-S Districts do not increase the number of stories in any district (number of stories in the O-S District is reduced), but allow for taller floor to ceiling heights, which improve the feasibility of a project and make it more likely to occur.

	Existing building height maximum	Proposed building height maximum
B-2, CBD	3 stories, 40 feet	3 stories, 45 feet
B-2A, B-2B	3 stories, 33 feet	3 stories, 37 feet
B-3	2 stories, 25 feet	2 stories, 30 feet
O-S	3 stories, 30 feet	2 stories, 30 feet



These height limits will also be changed in Section 1600, Schedule of Regulations.

**Recommendation** As the ordinance introduction per City Charter, there is no action required at this time.

at  
Enclosures



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

**AN ORDINANCE TO AMEND SECTIONS 1503 OF APPENDIX B, SUBDIVISION AND SECTIONS 801(1) , 1001(1) , 1201(1) , 1401(1) , 2601(1)(a), SECTION 902 TABLE 9.3, SECTION 2901 TABLE 2901.2, SECTION 3001 TABLE 3001.2 AND SECTION 1600 OF APPENDIX A, ZONING ORDINANCE OF THE PETOSKEY CODE OF ORDINANCES**

**WHEREAS**, the Livable Petoskey Master Plan was adopted on July 19, 2021 and has a goal to provide a range of housing types, densities, and price levels to address the needs of all age groups, household types, and income levels; and

**WHEREAS**, the current lack of new housing construction is impacting the ability of current and new residents to find needed housing; and

**WHEREAS**, local regulations are one barrier to the construction of new housing that is under the control of the City of Petoskey; and

**WHEREAS**, the Planning Commission has been reviewing the subdivision and zoning ordinances for several months to identify possible changes to remove such barriers; and

**WHEREAS**, a public hearing was held October 21, 2021 by the Planning Commission on several changes where no opposition was received; and

**WHEREAS**, the Planning Commission recommends that the changes to Section 1503 of the Subdivision Ordinance and Sections 801, 1001, 1201, 1401, 2601, Section 902 Table 9.3, Section 2901 Table 2901.2, Section 3001 Table 3001.2, and Section 1600 of the Zoning Ordinance be approved to remove barriers to residential unit construction in residential subdivisions with private streets, as well as in the business and industrial districts, all of which allow residential uses.

**NOW THEREFORE**, the City of Petoskey ordains:

- 1. Article XV Standards for Private Roads Section 1503 of Appendix B to the Petoskey Code of Ordinances is hereby repealed and replaced with the following:**

Sec. 1503. - Standards for size and type of road.

All private roads shall be paved and shall have a minimum paved width of 20 feet. A private road that is greater than 300 feet in length shall have emergency vehicle turnarounds subject to review and approval by the city. On-street parking restrictions shall be reviewed and approved by city staff.

**2. Sections 801(1) , 1001(1) , 1201(1) , 1401(1) , and 2601(1)(a) of Appendix A to the Petoskey Code of Ordinances are hereby repealed and replaced with the following:**

Sec. 801 (1) Any residential uses permitted in the RM-2 Multiple-Family Residential District. Uses shall be subject to the regulations of the B-1 District.

Sec. 1001 (1) Any commercial use permitted in the B-2 district and any residential uses permitted in the RM-2 Multiple Family District. Uses shall be subject to the regulations of the B-3 District.

Sec. 1201(1) Any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the O-S District.

Sec. 1401(1) Any uses permitted in the I-1 Light Industrial District and any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the I-2 General Industrial District.

Sec. 2601(1)(a) All uses shall be subject to the regulations of the B-3 Business Industrial District.

**3. Section 902 Table 9.3 Building Form is hereby repealed and replaced with the following:**

**Table 9.3 Building Form**

Building Form	
Street Façade built to property line	100%
Lot Width	25 Feet Minimum
Lot Depth	145 Feet Maximum
Building Height Minimum	2 Stories, 26 Feet
Building Height Maximum *	3 Stories, 45 Feet
Accessory Building Height Maximum	2 Stories, 20 Feet
Finish Ground Floor Level (Min)	Sidewalk Grade
Finish Ground Floor Level (Max)	6" Above Sidewalk Grade
First Floor Ceiling Height (Min)	12 Feet
Upper Floor Ceiling Height (Min)	9 Feet
* See definition of building height	

4. **Section 2901 Table 2901.2 is hereby repealed and replaced with the following:**

Building Placement		
Setback (Distance from Property Line)	Minimum	Maximum
Front	0'	Average of buildings on adjacent lots or 15 feet, whichever is less
Side	5'	NR
Rear	0'	NR
Building Height		3 stories, 37 Feet

5. **Section 3001 Table 3001.2 is hereby repealed and replaced with the following:**

Building Placement		
Setback (Distance from Property Line)	Minimum	Maximum
Front and Corner Front	5'	Average of buildings on adjacent lots or 15 feet, whichever is less
Side	5'	NR
Rear	5'	NR
Building Height		3 stories, 37 Feet

6. **Section 1600 is hereby amended to incorporate the changes in Tables 9.3, 2901.2 and 3001.2 noted above and to change the maximum building height in the B-3 General Business District to 2 stories 30 feet and the maximum building height in the O-S Office Service District to 2 stories 30 feet.**

7. **Conflicting Standards.**

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

8. **Repeal; Savings Clause.**

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

**9. Severability.**

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

**10. Effect.**

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

Adopted, enacted and ordained by the City of Petoskey City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
John Murphy  
Its Mayor

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

## **Proposed Subdivision and Zoning Ordinance changes**

### **Subdivision Ordinance (Appendix B to the Code of Ordinances)**

#### **Article XV. Standards for Private Roads**

##### **Sec. 1503. - Standards for size and type of road.**

All private roads shall be paved and shall have a minimum paved width of 20 feet. A private road that is greater than 300 feet in length shall have emergency vehicle turnarounds subject to review and approval by the city. On-street parking restrictions shall be reviewed and approved by city staff.

~~A private road that provides access to eight or more single-family or duplex dwelling units shall be a minimum of 32 feet of paved width.~~

### **Zoning Ordinance (Appendix A to the Code of Ordinances) changes to eliminate density restrictions in the business and industrial districts**

#### **Sec. 801. - Principal uses permitted.**

In a **B-1 Local Business District**, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this ordinance:

1. Any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the B-1 district.

~~All uses permitted and as regulated in the RM-2 Multiple-Family Residential District.~~

#### **Sec. 1001. - Principal uses permitted.**

In a **B-3 General Business District**, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this ordinance:

1. Any commercial uses permitted in the B-2 district and any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the B-3 district.

~~Any commercial use permitted in the B-2 district subject to the conditions of the B-3 district, except residential uses which shall be permitted as regulated in the RM-2 district.~~

### **Sec. 1201. - Principal uses permitted.**

In an **O-S Office Service District**, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this ordinance:

1. Any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the O-S District.

~~All uses permitted and as regulated in the RM-2 Multiple-Family District.~~

### **Sec. 1401. - Principal uses permitted.**

In an **I-2 General Industrial District**, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this ordinance.

1. Any uses permitted in the I-1 Light Industrial District and any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the I-2 General Industrial District.

~~All uses permitted in the I-1 Light Industrial District except residential uses shall be regulated as in the RM-2 Multiple Family District.~~

### **Sec. 2601. - Principal uses permitted and principal uses permitted subject to special conditions.**

In a B-3B Business Industrial District, no building or land shall be used and no building shall be erected except for one or more of the following specified uses, unless otherwise provided in this ordinance:

- (1) Any uses permitted in the I-1 Light Industrial District including residential uses permitted in the RM-2 Multiple Family Residential District, provided that:
  - a. All uses shall be subject to the regulations of the B-3 Business Industrial District.  
~~Residential uses shall be allowed with the permitted density and setback requirements of the RM-2 district; and~~

## **Zoning Ordinance Height Changes**

### **Section 902 Table 9.3 Building Form**

Building Height Maximum *	3 Stories, <del>40</del> 45 Feet
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### **Section 2901 Table 2901.2**

Building Height	3 stories, <del>33</del> 37 Feet
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### **Section 3001 Table 3001.2**

Building Height	3 stories, <del>33</del> 37 Feet
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## **Section 1600 Schedule of Regulations**

In addition to the changes above that would also be included in the Schedule of Regulations, the following changes are proposed

**B-3 General Business District Maximum Height 2 stories, ~~25~~ 30 feet**

**O-S Office Service District Maximum Height ~~3~~ 2 stories, 30 feet**



## PLANNING COMMISSION

October 21, 2021

A regular Planning Commission meeting was held in the City Council Chambers, Petoskey, Michigan, on Thursday, October 21, 2021. Roll was called at 7:00 P.M. and the following were:

Present: Cynthia Linn Robson, Chairperson  
Betony Braddock, arrived at 7:23pm  
Rose Fitzgerald  
Richard Mooradian  
Rick Neumann  
Charles Willmott

Absent: Carolyn Dettmer  
Ted Pall

Others: Myron Berry, Mountain Engineering, Inc., Kingsford, MI  
Matthew Fettig, 906 Michigan Street  
Mike Pattullo, Shoreline Architecture, 8 Penn Plaza

Staff: Amy Tweeten, City Planner  
Lisa Denoyer, Administrative Assistant

Upon motion and support, the minutes of the September 16, 2021 meeting were approved with corrections. Motion carried 5-0.

### **Public Hearing and Action on Amendments to the Zoning Ordinance**

Staff informed the Commission that the intent of the proposed ordinance changes was to remove barriers to the creation of housing units in the City.

Staff then read aloud the proposed changes for the Standards for Private Roads in the Subdivision Ordinance that would reduce the required amount of pavement for private streets, while still allowing access by Public Safety vehicles.

Chairperson Robson asked if the Commission could restrict parking and staff responded that she had spoken with the Director of Public Safety and he stated that they could allow parking on one side of the road if it were narrowed to 20-feet.

Commissioner Neumann commented that he felt it needed to be noted in the ordinance if allowed.

Chairperson Robson asked staff what the City standard was for width and if there were any requirements regarding emergency vehicles.

Staff responded that streets are being reconstructed at 28-feet wide and include a 3-foot curb and gutter on each side.



Commissioner Willmott asked if parking was allowed on a 28-foot road. Staff responded that it was allowed.

Commissioner Neumann stated that private roads at 20-feet wide should be limited to parking on only one side.

At this time, the meeting was opened for public comments. No public comments were received.

Staff read aloud the proposed changes to eliminate density restrictions in the business and industrial districts to allow a developer to decide the number of units based on other zoning ordinance requirements including building height, parking, and setbacks.

Staff then reviewed the following proposed changes that were submitted by Chairperson Robson:

Sec 801 B-1 Local Business District:

1. Any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the B-1 district.

Sec 1001. B-3 General Business District:

1. Any commercial uses permitted in the B-2 district and any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the B-3 district.

Sec 1201. O-S Office Service District:

1. Any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the O-S District.

Sec 1401. I-2 General Industrial District:

1. Any uses permitted in the I-1 Light Industrial District and any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the I-2 General Industrial District.

Sec 2601. B-3B Business Industrial District:

1. Any uses permitted in the I-1 Light Industrial District including any residential uses permitted in the RM-2 Multiple-family Residential District; and

(a) All uses shall be subject to the regulations of the B-3B Business Industrial District; and

Commissioner Fitzgerald commented that she felt Chairperson Robson's changes made sense.

Commissioner Willmott asked if other sections of the ordinance should be reviewed as well.

Chairperson Robson responded that they should, however, the Commission needs to work on this section first and then proceed to the other sections when time allows.

Commissioner Neumann asked if the light industrial district would allow for residential uses. Staff responded that it would allow residential, business and light industrial uses.

Chairperson Robson commented that she believes the industrial districts will likely not be used as such moving forward and that lighter uses and residential uses would be a good use.

At this time, the meeting was opened for public comments. No public comments were received.

Staff then reviewed zoning ordinance changes to increase the height of three-story buildings in the B-2, B-2A and B-2B Districts and of two-story buildings in the B-3 General Business District, and decrease the number of stories in the O-S Office Service District.

Chairperson Robson asked what the maximum size for a parapet would be and if a building did not require a parapet could the building height be 45-feet.

Staff responded that a 3-foot parapet would be allowed and read aloud Sec. 902(3)(a) which states *"Any building with a flat roof shall have a projecting horizontal element (e.g., cornice) that is no less than ten percent of the upper-most story wall area to articulate the top of the building (element is included in upper-story wall area calculation)"*.

Chairperson Robson commented that she does not see in the language of the ordinance where it states that the measurement is to the top of the parapet.

Staff responded that there was no change made to definition of building height. The definition in the ordinance defines it as *"Building height: is the vertical distance measured from the average grade: to the highest point of the roof (parapet) for flat roofs; to the deck line of mansard roofs; or to the average height between eaves and ridge for gable, hip, and gambrel roof"*. Buildings are required to have some sort of element per Sec. 902(3)(a).

Commissioner Neumann commented that the perceived height would still be at the maximum allowed.

Commissioner Willmott commented that buildings would need a parapet to screen rooftop mechanicals and asked where the O-S Office Service District was located and what the rationale was for the district.

Staff responded that there are some on Connable Avenue, Monroe Street, Charlevoix Avenue, Maple Street between Pleasant and Porter Streets, and there are some on Porter, Petoskey, Division, and East Mitchell Streets, as well as on Waukazoo Avenue and south of Michigan Street.

Commissioner Neumann commented that the O-S Office Service District was created between commercial and residential to allow a transition between the higher density of downtown and residential.

Staff commented that the transitional district allows for three-stories, 37 feet.

At this time, the meeting was opened for public comments. No public comments were received.

Commissioner Braddock commented that she agreed with the proposed changes.

At this time, Commissioner Neumann made a motion, seconded by Commissioner Fitzgerald, to recommend the following proposed amendments to City Council:

1. **Article XV. Standards for Private Roads – Sec. 1503. - Standards for size and type of road.**

All private roads shall be paved and shall have a minimum paved width of 20 feet. A private road that is greater than 300 feet in length shall have emergency vehicle turnarounds subject to review and approval by the city. Parking restrictions shall be reviewed and approved by city staff.

2. **Sec. 801. - Principal uses permitted.**

In a B-1 Local Business District, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this ordinance:

1. Any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the B-1 district.

2. **Sec. 1001. - Principal uses permitted.**

In a B-3 General Business District, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this ordinance:

1. Any commercial uses permitted in the B-2 district and any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the B-3 district.

2. **Sec. 1201. - Principal uses permitted.**

In an O-S Office Service District, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this ordinance:

1. Any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the O-S District.

3. **Sec. 1401. - Principal uses permitted.**

In an I-2 General Industrial District, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this ordinance.

1. Any uses permitted in the I-1 Light Industrial District and any residential uses permitted in the RM-2 Multiple-family Residential District. Uses shall be subject to the regulations of the I-2 General Industrial District.

4. **Sec. 2601. - Principal uses permitted and principal uses permitted subject to special conditions.**

In a B-3B Business Industrial District, no building or land shall be used and no building shall be erected except for one or more of the following specified uses, unless otherwise provided in this ordinance:

- (1) Any uses permitted in the I-1 Light Industrial District including residential uses permitted in the RM-2 Multiple Family Residential District, provided that:
  - a. All uses shall be subject to the regulations of the B-3 Business Industrial District.

5. **Zoning Ordinance Height Changes**

**Section 902 Table 9.3 Building Form**

Building Height Maximum\*: 3 Stories, 45 Feet

**Section 2901 Table 2901.2**

Building Height: 3 Stories, 37 Feet

**Section 3001 Table 3001.2**

Building Height: 3 Stories, 37 Feet

**6. Section 1600 Schedule of Regulations**

The changes noted above and:

B-3 General Business District Maximum Height: 2 stories, 30 feet

O-S Office Service District Maximum Height: 2 stories, 30 feet

Motion carried 6-0

**Review and Discussion of Possible  
Streetscape Changes to the 400 Block of Emmet Street**

Staff reviewed a proposed concept that would eliminate the dedicated left turn lane and create parking/loading areas on Emmet Street. This section of the block currently has no parking. The vehicle turning radius onto Emmet Street would remain sufficient for large trucks given the width of East Mitchell Street. The traffic engineer believes eliminating one northbound lane will improve safety for vehicles exiting Emmet Street and pedestrians. She voiced concerns about left turn movement onto East Mitchell and believes consideration could be made for prohibiting left turns in summer when the intersection was most congested.

Commissioners discussed no left turns onto Mitchell Street from Emmet Street; traffic stacking on Emmet Street; the short distance between the intersection and the traffic light; the reduction of curb cuts; bump-outs for pedestrian crossing; timing of the traffic lights; and the proposed parking spaces/loading areas on Emmet Street. While some Commissioners were in favor of no left turns, other Commissioners felt they should be allowed. It was suggested that the parking/loading spaces along Emmet Street be designated as loading spaces only during daytime hours.

Staff responded that it would be safer for vehicles to turn left at the Petoskey Street light rather than on Emmet Street and that Emmet Street is more of a local route than a tourist route. Traffic driving down Emmet Street would see a backup of traffic and could travel east one block to Petoskey Street.

**Case #233-20 – Requested Façade Amendment**

Staff informed the Commission that the Grand Villas site plan was approved on August 20, 2020 and that the owner was requesting an amendment to the approved site plan building façade. The proposed elevations, conceptual renderings and architect narrative on how the building meets Sections 2903(2)(a)(1) and (2) were included in the packet for Commission review.

Mike Pattullo, Shoreline Architecture, commented that staff had shared the Commission's feedback from their October meeting. They went back to the originally proposed first floor windows with Spandrel glass, and removed the mansard roof in an effort to tie into downtown architecture with more of a traditional cornice line. The first floor commons area had originally been designed as a fitness and lounge area and due to feedback they received the area would now be designed for tenant storage. He then described the exterior building materials that include low maintenance PVC trim and siding, a brick façade and veneer cut stone with a limestone wash at the bottom.

Commissioners commented that their previous concerns were with the look of the first floor and the proposed changes were an improvement and fit better with the downtown. Commissioners asked about landscaping along the north side of the building, windows on the first floor, if the parking deck

was open air and if there were any garage doors on the south side of the building. Commissioners also asked about the location of the dumpster and if there was a location for deliveries.

Mr. Pattullo responded that; there would be landscaping along the north side of the building; the first floor would consist of spandrel windows and decorative panels; the parking deck would be open area for ventilation and light; and there would be open gates along the south side, not garage doors. He also responded that there is a proposed dumpster near the widening of the alley and there would be a mailroom in the main lobby for parcel and mail deliveries.

Chairperson Robson commented that she would prefer to see more spandrel windows instead of the decorative panels. Mr. Pattullo responded that they could accomplish that.

Mr. Pattullo commented that he loved the idea of narrowing Emmet Street to two lanes and that as a pedestrian it is very scary to cross. He suggested either narrowing the street to two lanes or adding a pedestrian rescue lane if the three lanes remained.

At this time, Commissioner Neumann made a motion, seconded by Commissioner Braddock, to approve the request to amend the site plan for Case #233-20, 124 E. Mitchell Street, to incorporate the roofline changes and first floor details indicated in the plans dated 10/8/2021 based on the finding that the requirements of Sections 2903(2)(a)(1) and (2) of the Zoning Ordinance continue to be met with the approved façade changes and additional spandrel glass panels as agreed to by the architect. Motion carried 6-0.

#### **Case #53-21 – Timeline Extension for Special Condition Use**

Staff informed the Commission that an extension had been requested under Section 8-362(i) of the Medical Marihuana Facilities Ordinance for the special condition use process by Rize Provisioning Center for the proposed 403 W. Mitchell Street location.

Myron Berry, Mountain Engineering, Inc., stated that he felt the letter submitted for the request speaks for itself.

Commissioners discussed an extension beginning at the expiration of the August 22, 2021 deadline and agreed that it was warranted.

At this time, Commissioner Willmott made a motion, seconded by Commissioner Fitzgerald, to approve a timeline extension, under Section 8-362(i) of the Medical Marihuana Facilities Ordinance, until March 22, 2022 for a medical marihuana provisioning center at 403 W. Mitchell Street as the applicant had been making diligent progress.

Chairperson Robson stated that the six month extension would expire on February 22, 2022 as it would go into effect at the expiration of the August 22, 2021 deadline. Commissioner Willmott agreed and amended his motion and Commissioner Fitzgerald seconded. Motion carried 6-0.

#### **Case #53-21 – Review of Revised Site Plan for a Medical Marihuana Provisioning Center at 403 W. Mitchell Street**

Staff informed the Commission that a revised plan for 403 W. Mitchell Street had been submitted, with property owner authorization. The new plan would remove a portion of the building to create off-street parking; no changes to the on-street parking were shown; and as proposed, the parking lot would require variances.

Myron Berry, Mountain Engineering, Inc., informed the Commission that the site was developed in the 1850s when parking was not an issue. He believes that the only way to get enough onsite parking would be to remove a portion along the back of the building.

Commissioners commented that the direction of the Commission at their September meeting was to reduce the parking on the street and replace with greenspace if spaces could be added on-site. They again voiced concerns about the safety of spaces closest to the traffic signal and removal of greenspace with the new plan and felt that it made sense for the applicant to go to the Zoning Board of Appeals for a variance to allow use of the parking spaces in the City's public right-of-way to meet the majority of parking requirements.

Staff responded that there could have been a discussion about changes to the curb line, greenspace and possible ways to change the right-of-way to add greenspace, however, staff had not been contacted after the September meeting. She recommended that the consultant discuss these options with staff, improve the site layout and then ask the Zoning Board of Appeals for approval.

Commissioners asked about required parking based on the existing building size and staff responded that the current building size requires eight parking spaces with the option of one remote parking space.

At this time, Commissioner Fitzgerald made a motion, seconded by Commissioner Braddock, to postpone scheduling a public hearing until the Zoning Board of Appeals makes a decision on the variance request. Motion carried 6-0.

### **Discussion of Zoning Ordinance Amendments to Address Housing**

Staff informed the Commission that discussions on accessory dwelling units (ADUs) had been ongoing for about 10 years. There has been a lot of discussion on single family homes and the national crisis on housing. There has also been discussions nationwide on eliminating single family zoning.

Possible changes to the R-1 and R-2 Single Family Residential Districts include changing the intent statement to acknowledge that the City currently has, and may allow, two plus unit dwellings and accessory buildings, change the minimum dimensions for a single family detached dwelling from 24'x24' to 576 square feet, and allow two-family dwellings as a principal use rather than a special condition use. Staff then reviewed the proposed ADU standards.

Commissioners discussed changing bed and breakfast operations from a permitted use to a special condition use, changing fire escape to exterior stairway for upper unit ADUs, and asked if there was a review process for public input.

Staff responded that as proposed it would be an administrative approval for ADUs as the standards would be clearly spelled out and number limited. If ADUs are wanted as a housing option to address the community wide housing crisis, the process needs to be streamlined. From staff's experience, notification of adjacent neighbors will result in neighbors saying they don't want ADUs next to them, but elsewhere.

Commissioners voiced concerns about the ADU rear-yard setbacks not being large enough and asked if mobile homes could be denied as an ADU. Staff responded that the setbacks can be changed if it is deemed necessary and that mobile homes cannot be specifically denied if they meet the other standards, but there could be more specific design requirements added.

Commissioner Willmott commented that he believes people would say no because they are afraid of the impact it would have on their property and that while there are some who believe ADUs should be allowed everywhere, he thinks forcing them on neighbors could be an issue.

Staff responded that so long as the standards of the ordinance are met the request would have to be approved.

Commissioners then discussed changing the ordinance to allow single family dwellings in a multiple family district to be subject to R-2 Single Family Residential District standards.

At this time the, the meeting was opened for public comment.

Comments were received from Mike Pattullo and Matthew Fetting, 906 Michigan Street, regarding the need for additional housing that follows traditional patterns of development such as through form-based standards in residential neighborhoods, minimum square footage, duplexes, and ADUs.

Given the late hour it was decided that discussion would continue at the special joint meeting with City Council on November 8<sup>th</sup>.

### **Public Comment**

The meeting was opened for public comment. No public comment was received.

### **Updates**

Staff reminded the Commission that they have a special joint meeting scheduled with City Council on Monday, November 8<sup>th</sup> at 5:30 P.M.; that City Council adopted the C - College district and that the Michigan Municipal League would be conducting a search for a new city manager.

Staff then informed the Commission that Kent Warner had resigned from the Commission and Commissioners all stated their appreciation for his service to the community.

Chairperson Robson stated that after hearing from unhappy neighbors during the public hearing for the college district she would like the Commission to discuss ways to reach out to the public to create awareness and for public engagement. She would like this discussion to be on the November or January agenda. Commissioner Willmott commented that the Planning Act requirements for public notice are minimal. The Planning Commission and Zoning Board of Appeals send out notices; however, they are at the end of the process.

Staff responded that she would provide the Commission with information on previous practices and encouraged the Commission to read the City's adopted Public Participation Plan.

The meeting was then adjourned at 9:57 P.M.

Minutes reviewed by Cynthia Linn Robson, Chairperson



**BOARD:** City Council

**MEETING DATE:** November 15, 2021 **PREPARED:** November 9, 2021

**AGENDA SUBJECT:** Consider Award for Marina Fuel Storage Tank Replacement

**RECOMMENDATION:** Award a contract for the marina fuel storage tank replacement in the amount of \$395,000 to R.W. Mercer Co., Jackson, Michigan

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**Background** The City of Petoskey was awarded a matching grant in the amount of \$125,000 from the State of Michigan Waterways Commission for removal and replacement of the Petoskey Marina Fuel Storage Tanks. The estimated total cost of the project was \$250,000.

There have been significant challenges since the original estimate was crafted. Some of the issues include supply chain delays, resin shortages, fiberglass production, and lack of contractors. These factors resulted in the bids for the project exceeding the original estimate. Additionally, the specified storage tanks have a lead time of 10-12 months, which is the main concern for this project.

Staff is working with the Waterways Commission on the project and will be submitting another grant in April 2022 to assist with the overage of the project cost. Both the City and State feel this is an emergency project as the current infrastructure is 30 years old and needs to be replaced. The additional costs will be used from the Marina Fund, which is not a General Fund account. The Marina Fund balance is expected to be approximately \$1,035,000 at the end of the year.

Also, once the bid is awarded, staff and the project managers from Beckett and Raeder, Inc. will value engineer unit costs with the contractor and determine if additional savings can be achieved. Prices are not expected to decline over the next few years, so waiting does not appear to be an option.

Since the tanks were installed, there has been a change in the fuel needs. The current system is only 13,000 gallons with 8,000 being gas and 5,000 being diesel. Over the last 30 years, the needs have reversed to a diesel demand. The project scope will replace the current storage system with larger tanks having a capacity of 20,000 gallons of which 14,000 gallons will be diesel and 6,000 will be gas.

In 2020, marina staff dispensed 96,500 gallons of diesel and 57,350 gallons of gas. This broke the record amount of fuel dispensed in 2019. In addition to the increase in diesel fuel, there would also be a conversion of a gas dispenser on the dock, to diesel. This change would allow two boats to be filled simultaneously by diesel instead of waiting. Once completed, there would be one gas and two diesel dispensers available for fuel needs.

**Bid Results** Availability of detailed plans and specifications were advertised in the Petoskey News Review and on the City's website on October 4, 2021. There was also a pre-bid meeting on October 19 attended by six contractors. Four bids were received on November 4:



<u>Bidder</u>	<u>Total Project Cost</u>
R.W. Mercer Company Jackson, MI	\$395,000.00
Power Construction Group Cheboygan, MI	\$484,706.00
Kelly Maintenance Reece, WI	\$531,215.80
Phoenix Environmental Plymouth, MI	\$544,000.00

**Recommendation** That City Council consider award of this project to R.W. Mercer Co., Jackson, Michigan, for the bid amount of \$395,000. Mercer has worked with the City on other marina projects and is familiar with the fuel system. Staff and Beckett and Raeder, Inc. are confident the contractor is capable of completing the project.

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# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 15, 2021

**DATE PREPARED:** November 9, 2021

**AGENDA SUBJECT:** Resolution Approving a Purchase Agreement for 209 Washington Street

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

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**Background** At its October 4<sup>th</sup> meeting, City Council accepted a proposal by Kathryn McConnell for the purchase of 209 Washington Street. City Council directed staff to have the City Attorney draft a purchase agreement for its approval. The draft has been reviewed and approved by Ms. McConnell.

**Discussion** A resolution approving the purchase agreement is enclosed. The purchase agreement includes the following conditions for the purchase price of \$5,000:

- Deed restriction that property will be used for year-around housing and not seasonal or short-term rentals;
- Occupancy of the residence within two years of property closing.

**Action** Staff recommends City Council adopt the proposed resolution.

at  
Enclosures



## City of Petoskey

## Resolution

WHEREAS, the City of Petoskey placed a City owned parcel located at 209 Washington Street out for bids to developers to develop said property as outlined within the City's bid guidelines; and

WHEREAS, the City received one bid to develop the parcel based on the conditions specified within the bid requirements; and

WHEREAS, the Petoskey City Council has agreed to accept the proposal from Kathryn McConnell as proposed:

NOW, THEREFORE, BE IT RESOLVED that the Petoskey City Council approves the sale of 209 Washington Street to Kathryn McConnell for the amount of \$5,000; and

BE IT FURTHER RESOLVED that the City Council approve the terms included within the Purchase Agreement as proposed and authorizes the Mayor and City Clerk to sign said agreement.

## PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT, made on \_\_\_\_\_, 2021 by and between CITY OF PETOSKEY, a Michigan municipal corporation, whose address is 101 East Lake Street, Petoskey, Michigan 49770 (hereinafter called "Seller"), and KATHRYN McCONNELL, whose address is 523 Woodland Avenue, Petoskey, Michigan 49770 (hereinafter called "Purchaser").

1. The Seller agrees to sell, and the Purchaser agrees to purchase the land hereinafter called "Property" situated in the City of Petoskey, Emmet County, Michigan, described as follows:

Lot 14, Block 2, Loveless Blaney's Addition to the City of Petoskey, Emmet County, Michigan, Section 6, Town 34 North, Range 5 West

Commonly known as 209 Washington Avenue, Petoskey, Michigan  
Parcel Id # 52-19-06-402-041

together with all improvements and appurtenances, if any, now in or on the Property.

2. The purchase price for the Property shall be the sum of Five Thousand Dollars (\$5,000) and shall be paid in cash at closing.

3. The Purchaser accepts the property **where is, as is, with all faults** and the Seller has made no representation as to the condition of the property.

4. The Seller shall deliver to the Purchaser as soon as possible, a commitment for a policy of title insurance showing marketable title vested with Seller, which commitment shall be for an amount not less than the purchase price hereunder bearing date later than the acceptance hereof with a policy pursuant thereto to be issued at closing insuring Purchaser at Purchaser's expense.

5. If objection to the title is made, based upon a written opinion of Purchaser's attorney, that the title is not in the condition required for performance hereunder, the Seller shall have 30 days from the date Seller is notified in writing of the particular defects claimed, either (1) to fulfill the requirements of the title commitment or to remedy the title defects set forth in Purchaser's attorney's opinion or (2) terminate this Agreement if unable to remedy the title. If the Seller remedies the title within the time specified, Purchaser agrees to complete the sale within a reasonable time thereafter.

6. The Seller and Purchaser acknowledge that no earnest money deposit has been paid.

7. The parties acknowledge no real estate taxes are levied on the Property and therefore there shall be no proration of taxes. Purchaser shall be responsible for all real estate taxes and assessments, if any, after Closing.

Seller is exempt from all State and County transfer taxes, if any. To the extent transfer taxes apply, Seller shall pay.

Any and all other rents, revenues and expenses relating to the Property and not specifically covered herein shall be appropriately adjusted, prorated and/or credited between the Seller and Purchaser at closing.

8. Possession of the property shall be given to Purchaser at closing.

9. Pursuant to the Seller's Request for Proposals, the Municipal Covenant Deed issued pursuant to paragraph 14 shall include a restriction for year-around housing and not seasonal housing or short-term rentals. Should construction on the Property not be complete and an occupancy permit be issued within two years, the City may, at its election, repurchase the property for the Purchase Price contained herein, regardless of improvements made by Seller. These representations shall survive Closing and the parties shall record an agreement to memorialize these restrictions.

10. Notwithstanding any other provisions in the Purchase Agreement, the consummation of the subject purchase transaction (the "Closing") shall take place ten (10) days from the date hereof. Such date is herein referred to as the "Closing Date." If this purchase transaction is not closed by the Closing Date due to a breach or fault by Purchaser, Seller may terminate this Agreement or, in the alternative, to require Purchaser to specifically perform Purchaser's obligations under this Agreement. If this transaction is not closed by the Closing Date due to Seller's breach or fault, then Purchaser shall have the right to terminate this Agreement, or in the alternative, to require Seller to specifically perform Seller's obligations under this Agreement.

11. This Agreement may be executed in counterparts which when all signature pages are taken together, shall be deemed to be one and the same instrument.

12. Seller and Purchaser represent to one another that no commissions are payable to any broker in connection with this transaction.

13. Seller and Purchaser acknowledge that they have read the entire contents hereof, are familiar with the provisions contained herein, and have had the opportunity to have this Agreement reviewed by their legal counsel. This Agreement constitutes the entire Agreement of the parties with respect to the subject matter hereof. All prior agreements between the parties with respect to the subject matter hereof, whether written or oral, are merged herein and shall be of no force and effect. This Agreement may only be changed, modified, or discharged by an agreement in writing signed by the party against whom enforcement thereof is sought.

14. Seller shall deliver to Purchaser a Municipal Covenant Deed for the Property at Closing subject to easements and restrictions of both apparent and of record. Said Deed shall conform to the title commitment approved by Purchaser pursuant to paragraphs 4 and 5 herein.

15. Time is of the essence of this Purchase Agreement and all parties must meet their obligations under this Agreement within the required time frames.

16. The agreements herein shall bind and inure to the benefit of the executors, administrators, successors and assigns, of the respective parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

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Kathryn McConnell

CITY OF PETOSKEY

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By: John Murphy  
Its: Mayor

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By: Alan Terry  
Its: City Clerk



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 15, 2021

**DATE PREPARED:** November 10, 2021

**AGENDA SUBJECT:** Part-Time Public Safety Officers Agreement

**RECOMMENDATION:** That City Council approve Part-Time Public Safety Officers Agreement

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**Background** City staff and the Part-Time Public Safety employees came to an agreement on the collective bargaining agreement following a mediation session on October 15, 2021. The unionized workers ratified the agreement and the agreement is now being presented to City Council for approval.

The agreement covers the period of January 1, 2021 through December 31, 2023 and includes three changes:

New language for Section 2.1 Dues deductions. The language was changed to agree with the same sections in the Public Safety Officers and Lieutenants agreement approved earlier this year.

Section 10.1 Uniforms. The uniform allowance was increased from \$200 per year to \$300, which also agrees to the other two officer agreements. The funds are used to purchase necessary items approved by the Department but size and type of item is more by personal preference.

Appendix A - Wage Rates. Wage rates for Grade 1 employees was raised \$2.10 in year 1 and increased 3% in years 2 and 3. Grade II employees were increased by \$2.40 in year 1 and increased 3% in years 2 and 3. City staff agreed these wages needed to be adjusted upwards the current rate of \$15.13 an hour is substantially low for a licensed fire fighter in the current market and the City has been unable to retain employees at that rate. The City does not currently employ any Grade II officers.

**Action** That City Council adopt the enclosed resolution approving the Part-time Public Safety Officers collective bargaining agreement.

at  
Enclosures



## City of Petoskey

## Resolution

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

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

WHEREAS, the City Manager now has reported that a tentative agreement has been reached with the part-time FOPLC for the period of January 1, 2021 – December 31, 2023:

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



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# AGREEMENT

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(Covering Part-Time Public Safety Employees)

between

CITY OF PETOSKEY

and

FOPLC

For the period from January 1, 2021 through December 31, 2023

## **AGREEMENT**

AN AGREEMENT, made this \_\_\_\_ day of November, 2021, with an effective date of January 1, 2021, by and between the CITY OF PETOSKEY, hereinafter referred to as the "Employer" and the FRATERNAL ORDER OF POLICE LABOR COUNCIL, hereinafter referred to as the "FOPLC" or "Union."

## **RECOGNITION**

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

## **OPEN SHOP AND DUES CHECKOFF**

**Section 2.1 Dues Deductions.** The Employer agrees to deduct dues from the wages of each individual employee in the bargaining unit who voluntarily becomes a member or who voluntarily authorizes the payment of representation fees, subject to all of the following conditions:

- A. The Union shall obtain from those employees who voluntarily agree to become members or voluntarily agree to remit representation fees a completed authorization form which shall conform to the respective state and federal law(s) concerning that subject. The Union shall furnish the forms.
- B. Check-off authorization forms shall be filed with the Employer's Director of Human Resources. The total amount due shall be deducted and forwarded to the Union with a monthly membership list to the address of:

Fraternal Order of Police Labor Council  
1457 East 12 Mile Road  
Madison Heights, Michigan 48071

It is the responsibility of the Labor Council to promptly notify the Employers Payroll Office of any change in address for forwarding payments. The parties, by mutual agreement through a letter of understanding, may also agree to electronic transfer of dues payments, if such a method is available.

- C. The Employer's remittance shall be deemed correct if the Union does not give written notice to the Employers Payroll Office within two calendar weeks after

remittance is transmitted of its belief, with reason(s) stated therefore, that the remittance is incorrect.

- D. The Union shall provide at least 30 days written notice to the Employers Payroll Office of the amount of Union dues and representation fees to be deducted from the wages of employees in accordance with this Article. Any changes in the amounts determined will also be provided to the Employers Payroll Office at least 30 days prior to its implementation.
- E. An employee wishing to have Union dues/fees deducted from his/her paycheck shall provide a signed/written payroll deduction authorization form/card to the City.
- F. Any part-time employee who does not exceed 10 hours in one month's time is not required to pay union dues of \$25.00.
- G. All part time employees understand and agree that they are not entitled to the FOPLC's legal defense plan if dues are not paid in any given month.

**Section 2.2 Save Harmless.** The Union agrees to defend, indemnify and save the Employer harmless against any and all claims, suits, or other forms of liability arising out of its deduction from an employee's pay of Union dues, or representation fees or in reliance upon any list, notice, certification or authorization furnished under this Article. The Union assumes full responsibility for the disposition of the deductions so made once they have been sent to the Union.

During the term of this Agreement it is the express intent of the Employers and the Union to follow the law as currently defined by the United States Supreme Court decision of *Janus v. AFSCME*, 138 S. Ct. 2448 (June 27, 2018), as well as 2012 PA 349, at MCL 423.209 and MCL 423.210.

## **REPRESENTATION**

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

**Section 3.2. Union Access.** A non-employee Union representative may consult with employees in the assembly area before the start of each work shift or at the end thereof. Before entering the

assembly area, notification shall be given to the Director of Public Safety or the Directors designee.

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

### **MANAGEMENT RIGHTS**

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

deemed to exclude other prerogatives not enumerated and, except as specifically abridged or modified by this agreement, all of the rights, powers, and authority possessed by the City prior to the signing of this agreement are retained by the City and remain within the rights of the City, regardless of whether such rights have or have not been exercised in the past.

## **GRIEVANCE AND ARBITRATION PROCEDURE**

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

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

**Step 1.** An employee with a complaint shall discuss the matter with the officer in charge or the Director of Public Safety. If requested, an employee may have the employee's steward present. If the complaint is not satisfactorily settled, the employee shall reduce the complaint to writing on the grievance form by listing the sections of the Agreement alleged to have been violated, sign the grievance and submit it to the Director within seven (7) calendar days from the events which caused the complaint. The Director shall place an answer on the grievance form and return it to the employee within seven (7) calendar days after receipt.

**Step 2.** If the employee is not satisfied with the Director of Public Safety's answer, the employee may appeal the decision by submitting the written grievance to the City Manager within five (5) calendar days. The employee and the steward shall discuss the grievance with designated representatives of the City Manager within five (5) calendar days. The City Manager shall place an answer on the grievance and return it to the steward within fourteen (14) calendar days after its receipt.

**Step 3.** The Union may appeal the Employer's decision to arbitration on any grievance that is arbitrable by giving the Employer written notice of its desire to arbitrate within fourteen (14) calendar days after receipt of the City Manager's answer.

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

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

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

## **PROHIBITION**

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

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

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

## **SENIORITY**

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

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

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

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

- (a) Resigns or quits;
- (b) Is discharged or terminated from work and such discharge or termination is not reversed in the grievance procedure herein;
- (c) Retires;
- (d) Has been laid off for a period equal to his seniority at the time of the employee's layoff or two (2) years, whichever is lesser, or
- (e) Is absent from work including failure to return at the expiration of a leave of absence, vacation, or disciplinary layoff, for three (3) consecutive working days without written notice given the Employer or the Employers designee, coupled with the Employer's written permission.
- (f) Obtains a position as a fulltime Public Safety Officer pursuant to this section. A part time Public Safety Officer who is brought into the ranks of fulltime Public Safety Officers shall retain seniority rights in the part time Public Safety Officers unit, pursuant to this Agreement and frozen as of the date of the Officer's acceptance of a fulltime position.
- (g) In the event of Department job reductions in the fulltime Public Safety Officers' classifications, a fulltime Public Safety Officer who had seniority in the part time Public Safety Officer unit shall retain bumping rights based upon the accrued seniority in the part time unit as of the date that the Officer assumed fulltime duties in the Department.

**Section 7.5. Layoff and Recall.**

- (a) The first employee to be laid off from the part time Public Safety Officers unit shall be the probationary employee and thereafter the employee with the least

seniority in the classification, provided however, the employees with the greater seniority have the experience, qualifications and present ability to perform the required work.

- (b) Recall to work following a layoff shall be in order of seniority in the classification, provided that the employee has the experience, qualifications and present ability to perform the required work.
- (c) The City agrees to provide fourteen (14) calendar days' advance notice of a layoff if reasonably possible.

**Section 6.6. Educational Opportunities.** Seniority will be given consideration in educational opportunities available, but final determination will be at the discretion of the Director of Public Safety.

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

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

## **HOURS OF WORK**

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

## **LEAVES OF ABSENCE**

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

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

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

## **UNIFORMS AND EQUIPMENT**

**Section 10.1. Uniforms.** The City shall continue to provide uniforms for employees and shall continue to pay cleaning bills for those uniforms on a monthly basis in accordance with rules established by the City. Shoes/boots worn with uniforms shall be of a style, color, and pattern approved by the Director of Public Safety. Each year while this agreement is in effect, the



Employer will pay each employee three hundred dollars (\$300) on the first payday in July in the form of a separate check from the employees regular payroll check. Payment is to be used toward the purchase boots and equipment that is not provided by the City.

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

#### **PHYSICAL REQUIREMENTS**

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

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

#### **DISCIPLINARY PROCEDURE**

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

**Section 12.2 Waiver.** In consideration of the arbitration procedure provided herein, an employee who has a disciplinary grievance submitted to arbitration hereby waives, on behalf of the employee and the Union, the right to participate in any other hearing provided by the

City Charter, Civil Service, or Veterans' Preference. An employee or the Union who participates in any other proceeding, hereby waives the right to proceed to arbitration under this Agreement. The intent of this waiver is to avoid multiplicity of forums.

## **MISCELLANEOUS**

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

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

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

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

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

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

contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

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

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

#### **DURATION**

**Section 18.1. Term of Agreement.** This Agreement shall remain in full force and effect until midnight, December 31, 2023. It shall be automatically renewed from year to year thereafter unless either party notifies the other in writing at least ninety (90) days prior to the termination date above that modification or termination is desired.

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

#### **CITY OF PETOSKEY**

\_\_\_\_\_  
By: Alan Terry  
Its: Interim City Manager

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

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

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

#### **FOPLC**

\_\_\_\_\_  
By: Steve Warren  
Its: Business Agent

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

\_\_\_\_\_  
By: Antonio Belmonte  
Its: Steward

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

**APPENDIX "A"**

**Classifications and Wage Rates.** The base wage rate for 2021 shall be paid retroactively to January 1, 2021. For the remaining years, the effective date is January 1 of that year.

<b>Classification</b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
Grade I — Part Time Public Safety Officer with Firefighter 1, Firefighter 2 and EMT certifications	\$17.41	\$17.93	\$18.46
Grade II — Part Time Public Safety Officer with Firefighter 1, Firefighter 2, and EMT certifications and MCOLES Certified Law Enforcement Officer	\$19.03	\$19.60	\$20.19