



CITY COUNCIL

May 7, 2018

1. Call to Order - 7:00 P.M. - City Hall Council Chambers
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Presentation – Hear presentation by representatives of Dennis, Gartland & Niergarth, Traverse City, concerning Financial Statements and Report of Independent Certified Public Accountants as the annual audit of the City's fiscal year ended December 31, 2017
5. Proclamation – Hear proclamation declaring May 7 as Arbor Day in the City of Petoskey
6. Consent Agenda - Adoption of a proposed resolution that would confirm approval of the following:
 - (a) April 16, 2018 regular session and April 30, 2018 special session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since April 16, 2018
7. Miscellaneous Public Comments
8. City Manager Updates
9. Old Business
 - (a) Second reading and possible adoption of a proposed ordinance that would amend Chapter 8, Article III pertaining to new business registrations
 - (b) Second reading and possible adoption of a proposed ordinance that would amend Appendix C to the Petoskey Code of Ordinances, Sign Ordinance
 - (c) Adoption of a proposed resolution that would approve amendments to the Public Participation Plan as recommended by the Planning Commission
10. New Business
 - (a) Adoption of a proposed resolution that would authorize the submission of a grant application to the Local Revenue Sharing Board in the amount of \$9,000 in funding assistance for Public Safety equipment
 - (b) Adoption of a proposed resolution that would authorize the submission of a grant application to the Local Revenue Sharing Board in the amount of \$10,000 in funding assistance toward the construction and installation of the Iron Belle Bear River Bridge

- (c) Adoption of a proposed resolution that would support Senate Bill 469 and House Bill 5178 concerning residential and commercial tax credits to historic property owners in local historic districts
- (d) First reading of a proposed ordinance that would amend Chapter 8 Businesses and Business Regulations creating a new Article VIII concerning mobile food vending
- (e) Adoption of a proposed resolution that would authorize to recess to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure
- (f) First reading of two proposed ordinances related to Appendix A – Zoning Ordinance and Chapter 13 Nuisances – International Property Maintenance Code creating an Accommodation Policy under the Federal Fair Housing Amendments Act (FFHA) in the Americans with Disabilities Act (ADA)

11. City Council Comments

12. Adjournment



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 7, 2018

PREPARED: May 2, 2018

AGENDA SUBJECT: Audit Report Presentation

RECOMMENDATION: That the City Council hear this presentation

Representatives of Dennis, Gartland & Niegarth, Traverse City, will attend the May 7 City Council meeting to provide information and respond to questions about the Financial Statements and Report of Independent Certified Public Accountants (enclosed with agenda materials) as the annual audit for the City's fiscal year ended December 31, 2017.

The 2017 annual audit can be viewed on the City's website using the following link:
<http://cms3.revize.com/revize/petoskeymi/Departments/Finance/Documents/2017%20Audit.pdf>

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Enclosure



Arbor Day

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal:

NOW, THEREFORE, I, John Murphy, Mayor of the City of Petoskey, do hereby proclaim May 7 as Arbor Day in the City of Petoskey. I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 7th day of May, 2018

Mayor John Murphy



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 7, 2018

PREPARED: May 3, 2018

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

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

- (1) Draft minutes of the April 16, 2018 regular session and April 30, 2018 special session City Council meetings; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since April 16, 2018 for contract and vendor claims at \$1,249,446.95, intergovernmental claims at \$0, and the April 19 and May 3 payrolls at \$389,967.79 for a total of \$1,639,414.74.

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Enclosures



CITY COUNCIL

April 16, 2018

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, April 16, 2018. 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: Izzy Lyman, City Councilmember
Grant Dittmar, City Councilmember
Jeremy Wills, City Councilmember

Absent: John Murphy, Mayor and Kate Marshall, City Councilmember

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, Public Safety Director Matthew Breed, Public Works Director Michael Robbins, Parks and Recreation Director Kendall Klingelsmith, Downtown Director Becky Goodman and City Attorney James Murray.

Hear MDOT 2019 U.S. 31 Realignment Project Presentation

The presentation was canceled due to inclement weather and rescheduled for a future meeting in May.

Hear Public Safety 2017 Annual Report Presentation

Public Safety Director Matthew Breed gave a brief presentation concerning the department's 2017 annual statistics. Mr. Breed reviewed the annual report and answered questions.

Hear Proclamation Sexual Assault Awareness Month

Mayor Protem Dittmar reviewed that the Women's Resource Center of Northern Michigan requested to declare April 2018 to be Sexual Assault Awareness Month. Mayor Protem Dittmar reviewed that the proclamation would recognize April as "Sexual Assault Awareness Month in Petoskey" and emphasize the City's commitment to this important issue. Mayor Protem Dittmar then read the following:

WHEREAS, sexual assault affects women, children and men of all racial, cultural and economic backgrounds; and

WHEREAS, in addition to the immediate physical and emotional costs, sexual assault may also have associated consequences of post-traumatic stress disorder, substance abuse, depression, homelessness, eating disorders and suicide; and

WHEREAS, sexual assault can be devastating for not only the survivor, but also for the family and friends of the survivor; and

WHEREAS, no one person, organization, agency or community can eliminate sexual assault on their own, but we can work together to educate our entire population about what can be done to prevent sexual assault, support victims/survivors and their significant others and increase support for agencies providing services to victims/survivors; and

WHEREAS, Sexual Assault Awareness Month provides an excellent opportunity for citizens to learn more about preventing sexual violence before it can start and to show support for the numerous organizations and individuals who provide critical advocacy, services and assistance to sexual assault survivors; and

WHEREAS, the City of Petoskey strongly supports the efforts of national, state, and local partners, and of every citizen, to actively engage in public and private efforts to prevent sexual violence. It's time for all of us to start conversations, take appropriate action and support one another to create a safer environment for all:

NOW, THEREFORE BE IT RESOLVED, that I, John Murphy, Mayor of the City of Petoskey, support efforts to eliminate sexual assault and hereby declare April 2018 to be in our city

SEXUAL ASSAULT AWARENESS MONTH

Consent Agenda - Resolution No. 19174

Following introduction of the consent agenda for this meeting of April 16, 2018, City Councilmember Wills moved that, seconded by City Councilmember Lyman adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the March 19, 2018 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 March 19, for contract and vendor claims at \$1,469,878.56, intergovernmental claims at \$0, and the March 22 and April 5 payrolls at \$381,517.60, for a total of \$1,851,396.16 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

AYES: Lyman, Dittmar, Wills (3)

NAYS: None (0)

Public Comment

Mayor Protem Dittmar asked for public comments and there were no comments.

City Manager Updates

The City Manager reported that the ZBA unanimously approved a Temporary Use Permit through October 31, 2018 for a food truck lot at 425 Michigan Street, reviewed required conditions and that the ZBA heard a presentation by the City Attorney on Fair Housing Accommodation policies; that the Winter Sports Park's hockey rink experienced substantial graffiti, that the City's insurance will cover some of the costs and thanked Kidd and Leavy Real Estate Company for offering a \$500 reward; reviewed construction project updates for West Lake Street, Bridge Street Bridge, Downtown street improvements and Bear River East Lift Station; that DPW crews will be removing snow from the downtown area tonight; that the special goal setting session is scheduled for 5:30 P.M., Monday, April 30 to discuss specific, measurable, attainable and relevant goals; and reported that he would be on vacation April 23-27.

Greenwood Cemetery Reappointment – Resolution No. 19175

Mayor Protem Dittmar reviewed that City Council consider possible reappointment to the Greenwood Cemetery Board.

City Councilmember Lyman moved that, seconded by City Councilmember Wills adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby approves the reappointment of James Hempstead, 512 Woodland Avenue, to the Greenwood Cemetery Board for a five-year term ending May 2023.

Said resolution was adopted by the following vote:

AYES: Lyman, Dittmar, Wills (3)

NAYS: None (0)

Authorize Downtown Greenway Corridor South Segment Contract – Resolution No. 19176

The City Manager reviewed that the 2018 Annual Budget and Capital Improvements Plan included \$506,400 within the General Street Fund and Electric Fund for construction of the Downtown Greenway Corridor South Segment. In 2016 a grant was written to the Michigan Department of Natural Resources Trust Fund in the amount of \$506,400 of which \$300,000 is provided by the State and \$206,400 is supplied by the City for completion of the project. The project area is from Mitchell/Howard to Emmet/Grove Street along the railway corridor. The City Manager reviewed that City Council gave staff authority to consider removal of the railroad tracks in the area affected by the project; that by eliminating the tracks the City can provide safer street crossings, more efficient street maintenance; a design continuity providing a consistent straight line of sight throughout the corridor; that removal of the tracks incurred additional costs of approximately \$145,000; and reviewed that project costs exceeded budgeted estimates and reviewed adjustments to the budget to fund the unexpected additional costs.

Two bids were received and reviewed by staff and Beckett & Raeder, Petoskey, for completeness. The City Manager reviewed that bids include full rail removal from Howard Street to Emmet Street; and that all steel components from rail removal will be recycled at an estimated value of \$22,000 and will be applied towards the full contract price.

Tim Knutsen, Beckett & Raeder representative, gave a brief presentation on corridor plans and highlighted rail removal areas.

City Councilmembers inquired on scrapped rail and how it is removed.

City Councilmember Wills moved that, seconded by City Councilmember Lyman to authorize to contract with Graham Construction, Inc., Saginaw, Michigan, in the amount of \$722,000, for construction of the Downtown Greenway Corridor South Segment.

Said motion was adopted by the following vote:

AYES: Lyman, Dittmar, Wills (3)

NAYS: None (0)

Approve MDOT Small Urban Contract – Resolution No. 19177

The City Manager reviewed that the 2018 Annual Budget and Capital Improvements Plan included \$545,900 within the Major Street Fund for pavement resurfacing and concrete repairs to Emmet Street between Washington Street and Buckley Avenue; Sheridan Street between highway U.S. 131 and Emmet Street; and Bayfront Drive from East Lake Street to the parking area just east of Ed White Field. These local roadways are designated Major Streets under Act 51 by MDOT and are eligible for grant funding for maintenance and reconstruction through the Small Urban Program. The City Manager reviewed planned upgrades and improvements; that under the program, MDOT would provide a maximum of \$375,000 toward eligible construction costs with the City responsible for the remaining which is estimated at \$170,900; and that MDOT administers the contract on behalf of the City.

City Councilmembers commented that Sheridan Street is a major street in town and needs resurfacing.

City Councilmember Lyman moved that, seconded by City Councilmember Wills adoption of the following resolution:

WHEREAS, the City of Petoskey seeks to repave and make improvements to portions of Emmet Street, Sheridan Street and Bayfront Drive; and

WHEREAS, the Michigan Department of Transportation (MDOT), through its Small Urban Program has identified grant funding to pay up to \$375,000 of construction costs; and

WHEREAS, MDOT has requested that the City enter into a contract to allow for contract administration and a local share of these construction costs:

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Clerk are authorized to execute contract number 18-5117, Control Section STUL 24000, Job Number 132354A with MDOT, and take all other necessary steps to complete the Emmet Street, Sheridan Street and Bayfront Drive construction project.

Said resolution was adopted by the following vote:

AYES: Lyman, Dittmar, Wills (3)

NAYS: None (0)

Hear Public Participation Plan Updates & Tabled Discussion

The City Planner reviewed that City Council adopted the Public Participation Plan in January of 2016 as part of the Redevelopment Ready Communities certification process and that the document is required to ensure that public documents and actions adequately incorporate public input. The City Planner briefly reviewed the proposed amendments recommended by the Planning Commission.

Mayor Protem Dittmar reported that Councilmember Marshall, who was absent, would like this discussion to occur at the next meeting. City Councilmembers concurred to defer action until the next regularly scheduled meeting.

First Reading of Proposed Ordinance Amending Appendix C to the Sign Ordinance

The City Planner reviewed that the Sign Committee periodically reviews issues with certain sign regulations and makes recommendations to the Planning Commission for possible amendments. The Planning Commission discussed the proposed amendments, held a public hearing on March 15, 2018 and recommended amendments to City Council for approval. The City Planner further reviewed that the proposed changes would clarify the language for internally illuminated signs; create a new category of special condition signs for businesses in the B-2 Central Business District that do not have access from a public street or sidewalk such as Ernesto's Cigar Lounge and Bar; and allow sandwich boards in the B-2A Transitional Business District and B-2B Mixed Use Corridor.

City Councilmembers inquired on compliance with illumination of signs and if it was difficult to enforce. The City Planner responded that the amendments were mainly to help educate the public.

City Councilmembers deferred action since it was the first reading of the proposed ordinance.

First Reading of Proposed Ordinance Amending Chapter 8, Article III pertaining to New Business Registrations

The Director of Finance reviewed that staff and the City Attorney have reviewed amending various sections of Chapter 8 Businesses and Business Regulations with the first being Chapter 8, Article III, Sections 8-31 through 8-36. The Finance Director reviewed that the existing regulations were established in 1973, amended in 1978 and last updated in 1988; that changing the business registration process is a step to revamp ordinances pertaining to licenses that have not been updated in many decades; that currently only retail merchants are required to register one-time and be licensed with the City; reviewed the proposed amendment which will require all new businesses to register with the City and be placed on the tax rolls; and that this is the first section of Chapter 8 to be updated with potential for more in the coming months.

City Councilmembers inquired if home businesses would be included and the Finance Director responded that home businesses would be included and that the amendment would not affect existing businesses.

City Councilmembers deferred action since it was the first reading of the proposed ordinance.

Approve FOPLC Contract Covering Part-time Public Safety Employees – Resolution No. 19178

The City Manager reviewed the proposed collective bargaining agreement covering five FOPLC Public Safety part-time employees. The agreement is a three-year contract beginning on January 1, 2018 with an expiration date of December 31, 2020. The City Manager reviewed highlights of the contract including wages, life and accidental death-dismemberment insurance and uniforms.

City Councilmember Wills moved that, seconded by City Councilmember Lyman adoption of the following 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, 2018 – December 31, 2020:

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).

Said resolution was adopted by the following vote:

AYES: Lyman, Dittmar, Wills (3)

NAYS: None (0)

Approve SANE Board Member Appointment – Resolution No. 19179

The City Manager reviewed that per the Straights Area Narcotics Enforcement (SANE) Team bylaws, the Command Board shall consist of a member of the Petoskey City Council. Currently, the City has no representative on this Board. The City Manager further reviewed that the SANE Board is a multi-jurisdictional task force by and between the Michigan Department of State Police, the Cheboygan County Board of Commissioners, the Emmet County Board of Commissioners and the Otsego County Board of Commissioners; reviewed the mission statement and the need for a City Council appointment to the Board; and that meetings are on a quarterly basis and move locations.

Mayor Protem Dittmar moved that, seconded by City Councilmember Wills to appoint Councilmember Lyman to the SANE Board of Directors as the City representative.

Said motion was adopted by the following vote:

AYES: Lyman, Dittmar, Wills (3)

NAYS: None (0)

Council Comments

Mayor Protem Dittmar asked for Council comments and Councilmember Lyman reported that her ride along with a Public Safety Officer went great and mentioned three local men who were recently elevated to Eagle Scouts.

There being no further business to come before the City Council, this April 16, 2018, meeting of the City Council adjourned at 8:30 P.M.



CITY COUNCIL

April 30, 2018

A special meeting of the City of Petoskey City Council was held in the City Hall Community Room, Petoskey, Michigan, on Monday, April 30, 2018. This meeting was called to order at 5:30 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
Izzy Lyman, City Councilmember
Grant Dittmar, City Councilmember
Jeremy Wills, City Councilmember

Absent: None

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, Public Safety Director Matthew Breed, Public Works Director Michael Robbins, Parks and Recreation Director Kendall Klingelsmith, City Planner Amy Tweeten and Administrative Assistant Sarah Bek.

Discuss Status of 2015 Action Plan & Identify Future City Goals

The City Manager reviewed that City Council requested a special meeting to discuss the status of the City's 2015 Action Plan as well as identify new goals for the City to pursue over the next few years. The City Manager briefly reviewed the status of the four goals.

City Councilmembers and staff discussed each goal and concurred to insure a long-term sustainable City budget. City Councilmembers provided relevant and attainable goals and staff will revise and update the Action Plan with the proposed changes. The Action Plan will be distributed at a future Council meeting for discussion and possible approval.

There being no further business to come before the City Council, this April 30, 2018, meeting of the City Council adjourned at 8:15 P.M.

John Murphy, Mayor

Alan Terry, City Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
04/18	04/18/2018	79654	ACH-EFTPS	701-000-230.100	19,086.51
04/18	04/18/2018	79654	ACH-EFTPS	701-000-230.200	11,798.31
04/18	04/18/2018	79654	ACH-EFTPS	701-000-230.200	11,798.31
04/18	04/18/2018	79654	ACH-EFTPS	701-000-230.200	2,759.26
04/18	04/18/2018	79654	ACH-EFTPS	701-000-230.200	2,759.26
04/18	04/18/2018	79655	ACH-ICMA 457	701-000-230.700	1,632.23
04/18	04/18/2018	79655	ACH-ICMA 457	701-000-230.700	4,952.00
04/18	04/18/2018	79656	AT & T MOBILITY	514-587-920.000	328.02
04/18	04/18/2018	79657	AT&T	592-558-920.000	134.92
04/18	04/18/2018	79658	AT&T LONG DISTANCE	582-588-850.000	77.17
04/18	04/18/2018	79659	BALLARD'S PLUMBING & HEATING	592-020-342.000	37,035.90
04/18	04/18/2018	79660	CHAR-EM UNITED WAY	701-000-230.800	77.00
04/18	04/18/2018	79661	COOPER, BRAD	592-549-915.000	285.41
04/18	04/18/2018	79662	CYNERGYCOMM.NET INC.	271-790-850.000	260.86
04/18	04/18/2018	79663	Dearborn National	101-172-724.000	19.16
04/18	04/18/2018	79663	Dearborn National	101-201-724.000	44.89
04/18	04/18/2018	79663	Dearborn National	101-208-724.000	21.35
04/18	04/18/2018	79663	Dearborn National	101-215-724.000	23.54
04/18	04/18/2018	79663	Dearborn National	101-265-724.000	4.79
04/18	04/18/2018	79663	Dearborn National	101-268-724.000	11.98
04/18	04/18/2018	79663	Dearborn National	101-345-724.000	436.34
04/18	04/18/2018	79663	Dearborn National	101-400-724.000	9.58
04/18	04/18/2018	79663	Dearborn National	101-441-724.000	32.57
04/18	04/18/2018	79663	Dearborn National	101-754-724.000	5.27
04/18	04/18/2018	79663	Dearborn National	101-756-724.000	18.20
04/18	04/18/2018	79663	Dearborn National	101-770-724.000	32.57
04/18	04/18/2018	79663	Dearborn National	101-773-724.000	2.87
04/18	04/18/2018	79663	Dearborn National	101-789-724.000	6.71
04/18	04/18/2018	79663	Dearborn National	204-481-724.000	68.43
04/18	04/18/2018	79663	Dearborn National	271-790-724.000	69.25
04/18	04/18/2018	79663	Dearborn National	514-587-724.000	15.81
04/18	04/18/2018	79663	Dearborn National	582-588-724.000	57.48
04/18	04/18/2018	79663	Dearborn National	592-549-724.000	59.67
04/18	04/18/2018	79663	Dearborn National	592-560-724.000	19.16
04/18	04/18/2018	79663	Dearborn National	701-000-230.190	1,883.84
04/18	04/18/2018	79664	DEMCO	271-790-751.000	114.97
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	101-215-801.000	6,593.10
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	204-481-801.000	1,227.09
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	204-481-801.000	266.59
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	204-481-801.000	2,098.14
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	271-790-801.000	1,066.77
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	211-441-802.000	1,402.10
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	514-587-801.000	395.59
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	582-598-802.000	9,542.35
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	592-549-802.000	2,139.14
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	592-560-802.000	2,457.24
04/18	04/18/2018	79665	DENNIS GARTLAND & NIERGARTH	661-598-801.000	811.89
04/18	04/18/2018	79666	DERRER OIL CO.	661-598-759.000	2,263.61
04/18	04/18/2018	79667	Dinges Fire Company	101-345-985.000	1,346.97
04/18	04/18/2018	79667	Dinges Fire Company	101-345-775.000	382.71
04/18	04/18/2018	79668	DROST LANDSCAPE	101-770-802.000	310.00
04/18	04/18/2018	79669	EJ USA INC.	592-010-111.000	3,895.07

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
04/18	04/18/2018	79669	EJ USA INC.	592-010-111.000	258.72
04/18	04/18/2018	79669	EJ USA INC.	592-010-111.000	16.29
04/18	04/18/2018	79670	ELLIOTT, SHERRIE	592-553-775.000	4.22
04/18	04/18/2018	79670	ELLIOTT, SHERRIE	592-549-915.000	677.96
04/18	04/18/2018	79671	ENGLEBRECHT, ROBERT	101-257-802.100	3,750.00
04/18	04/18/2018	79672	ETNA SUPPLY	582-592-775.000	1,465.67
04/18	04/18/2018	79672	ETNA SUPPLY	592-010-111.000	1,263.00
04/18	04/18/2018	79672	ETNA SUPPLY	592-546-775.000	639.20
04/18	04/18/2018	79673	FLYNN, MARTIN	592-549-915.000	157.00
04/18	04/18/2018	79674	FROMUTH	101-756-778.000	384.70
04/18	04/18/2018	79675	GALE/CENGAGE LEARNING	271-790-760.000	25.34
04/18	04/18/2018	79675	GALE/CENGAGE LEARNING	271-790-760.000	192.74
04/18	04/18/2018	79676	GIBBY'S GARAGE	661-598-931.000	1,156.00
04/18	04/18/2018	79676	GIBBY'S GARAGE	661-598-932.000	170.00
04/18	04/18/2018	79676	GIBBY'S GARAGE	101-770-802.000	34.00
04/18	04/18/2018	79676	GIBBY'S GARAGE	661-598-931.000	476.00
04/18	04/18/2018	79676	GIBBY'S GARAGE	661-598-932.000	408.00
04/18	04/18/2018	79676	GIBBY'S GARAGE	582-586-802.000	68.00
04/18	04/18/2018	79676	GIBBY'S GARAGE	661-598-932.000	204.00
04/18	04/18/2018	79676	GIBBY'S GARAGE	661-598-931.000	612.00
04/18	04/18/2018	79676	GIBBY'S GARAGE	202-479-802.000	68.00
04/18	04/18/2018	79676	GIBBY'S GARAGE	592-554-802.000	68.00
04/18	04/18/2018	79676	GIBBY'S GARAGE	582-593-930.000	68.00
04/18	04/18/2018	79677	GLOBAL ENVIRONMENTAL	592-554-802.000	350.00
04/18	04/18/2018	79678	GREAT LAKES ENERGY	592-538-920.000	79.99
04/18	04/18/2018	79678	GREAT LAKES ENERGY	592-558-920.000	137.44
04/18	04/18/2018	79678	GREAT LAKES ENERGY	101-345-920.100	465.96
04/18	04/18/2018	79678	GREAT LAKES ENERGY	592-538-920.000	239.58
04/18	04/18/2018	79678	GREAT LAKES ENERGY	592-558-920.000	127.00
04/18	04/18/2018	79679	HALEY'S PLUMBING & HEATING	592-545-802.000	194.43
04/18	04/18/2018	79679	HALEY'S PLUMBING & HEATING	592-554-802.000	186.74
04/18	04/18/2018	79680	Heritage Fire Equipment	661-598-932.000	527.00
04/18	04/18/2018	79681	HUBBELL ROTH & CLARK INC.	592-560-802.000	2,542.77
04/18	04/18/2018	79681	HUBBELL ROTH & CLARK INC.	592-025-343.000	3,269.60
04/18	04/18/2018	79681	HUBBELL ROTH & CLARK INC.	592-025-343.000	605.00
04/18	04/18/2018	79682	ICMA-ROTH	701-000-230.900	125.00
04/18	04/18/2018	79683	INGRAM LIBRARY SERVICES	271-790-760.100	1,710.46
04/18	04/18/2018	79683	INGRAM LIBRARY SERVICES	271-790-760.200	377.51
04/18	04/18/2018	79683	INGRAM LIBRARY SERVICES	271-790-760.000	2,059.71
04/18	04/18/2018	79684	JOHN E. GREEN COMPANY	592-554-802.000	1,445.38
04/18	04/18/2018	79685	LIBRARY NETWORK, THE	271-790-751.000	90.07
04/18	04/18/2018	79686	MEAD & HUNT	592-556-802.000	900.00
04/18	04/18/2018	79687	MICHIGAN ASSOCIATION OF PLANNING	101-400-915.000	800.00
04/18	04/18/2018	79688	mParks	101-756-880.000	75.00
04/18	04/18/2018	79689	NORTHERN COPY EXPRESS INC.	271-790-752.000	144.50
04/18	04/18/2018	79689	NORTHERN COPY EXPRESS INC.	204-481-802.000	135.00
04/18	04/18/2018	79690	ON DUTY GEAR LLC	101-345-775.000	149.94
04/18	04/18/2018	79691	PARKER, MICHAEL	101-345-782.000	398.00
04/18	04/18/2018	79692	PENDO	271-790-930.000	740.00
04/18	04/18/2018	79693	Peninsula Fiber Network LLC	271-790-850.000	150.00
04/18	04/18/2018	79694	PLUMBING CONNECTIONS	592-558-802.000	3,125.00
04/18	04/18/2018	79695	POWER LINE SUPPLY	582-010-111.000	45,367.53

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
04/18	04/18/2018	79696	RECORDED BOOKS INC	271-790-762.000	1,500.00
04/18	04/18/2018	79697	SIRCHIE	101-345-751.000	61.13
04/18	04/18/2018	79698	Spectrum Business	101-770-850.000	74.98
04/18	04/18/2018	79698	Spectrum Business	101-345-850.000	56.68
04/18	04/18/2018	79698	Spectrum Business	514-587-802.100	104.96
04/18	04/18/2018	79698	Spectrum Business	101-789-850.000	79.91
04/18	04/18/2018	79698	Spectrum Business	101-345-850.100	155.79
04/18	04/18/2018	79698	Spectrum Business	582-588-850.000	79.99
04/18	04/18/2018	79699	STAPLES ADVANTAGE	101-268-775.000	19.56
04/18	04/18/2018	79699	STAPLES ADVANTAGE	101-262-751.000	95.68
04/18	04/18/2018	79700	STATE OF MICHIGAN-DEPARTMENT OF LAR	582-081-642.200	161.82
04/18	04/18/2018	79700	STATE OF MICHIGAN-DEPARTMENT OF LAR	582-081-642.300	3,676.29
04/18	04/18/2018	79700	STATE OF MICHIGAN-DEPARTMENT OF LAR	582-081-642.400	748.65
04/18	04/18/2018	79700	STATE OF MICHIGAN-DEPARTMENT OF LAR	582-081-642.500	18.60
04/18	04/18/2018	79701	US Chess Federation	271-790-760.400	18.00
04/18	04/18/2018	79702	USA BLUE BOOK	592-554-775.000	222.00
04/18	04/18/2018	79702	USA BLUE BOOK	592-546-775.000	163.90
04/18	04/18/2018	79702	USA BLUE BOOK	592-554-775.000	259.00-
04/18	04/18/2018	79703	VAN'S BUSINESS MACHINES	101-201-751.000	49.48
04/18	04/18/2018	79704	VERIZON WIRELESS	101-345-850.000	104.37
04/18	04/18/2018	79704	VERIZON WIRELESS	101-441-850.000	54.35
04/18	04/18/2018	79704	VERIZON WIRELESS	592-538-850.000	80.06
04/18	04/18/2018	79704	VERIZON WIRELESS	592-538-920.000	280.07
04/18	04/18/2018	79705	WONDERWARE NORTH	592-549-802.000	4,048.00
04/18	04/18/2018	79705	WONDERWARE NORTH	592-560-802.000	4,048.00
04/18	04/18/2018	79710	NORTHWEST SERVICES	514-587-802.000	4,121.44
04/18	04/25/2018	79711	24/7 SEWER & DRAIN CLEANING	592-558-802.000	205.00
04/18	04/25/2018	79712	ACCESS LOCKSMITHING INC.	271-790-930.000	325.00
04/18	04/25/2018	79713	AFLAC	701-000-230.180	412.55
04/18	04/25/2018	79714	AIRGAS USA LLC	661-598-785.000	37.62
04/18	04/25/2018	79714	AIRGAS USA LLC	661-598-785.000	59.16
04/18	04/25/2018	79715	AIS CONSTRUCTION EQUIPMENT	661-598-931.000	90.87
04/18	04/25/2018	79715	AIS CONSTRUCTION EQUIPMENT	661-598-931.000	106.18
04/18	04/25/2018	79716	ALLIANCE ENTERTAINMENT	271-790-761.000	143.22
04/18	04/25/2018	79716	ALLIANCE ENTERTAINMENT	271-790-761.100	123.19
04/18	04/25/2018	79716	ALLIANCE ENTERTAINMENT	271-790-761.000	122.24
04/18	04/25/2018	79716	ALLIANCE ENTERTAINMENT	271-790-761.100	118.69
04/18	04/25/2018	79717	AMAZON CREDIT PLAN	271-790-751.000	111.02
04/18	04/25/2018	79717	AMAZON CREDIT PLAN	271-790-760.000	17.89
04/18	04/25/2018	79717	AMAZON CREDIT PLAN	271-790-760.100	18.46
04/18	04/25/2018	79717	AMAZON CREDIT PLAN	271-790-761.000	75.52
04/18	04/25/2018	79717	AMAZON CREDIT PLAN	271-790-761.200	94.90
04/18	04/25/2018	79717	AMAZON CREDIT PLAN	271-790-958.000	55.87
04/18	04/25/2018	79717	AMAZON CREDIT PLAN	271-790-958.200	101.79
04/18	04/25/2018	79717	AMAZON CREDIT PLAN	271-790-964.000	350.37
04/18	04/25/2018	79718	AMERICAN LIBRARY ASSOC.	271-790-751.000	69.00
04/18	04/25/2018	79719	AMERICAN WASTE	582-593-930.000	150.00
04/18	04/25/2018	79720	APX INC.	582-588-915.000	30.62-
04/18	04/25/2018	79720	APX INC.	582-588-915.000	106.97
04/18	04/25/2018	79721	AT&T	101-770-850.000	137.08
04/18	04/25/2018	79721	AT&T	592-560-850.000	275.06
04/18	04/25/2018	79721	AT&T	101-789-850.000	116.46

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
04/18	04/25/2018	79721	AT&T	592-538-850.000	143.43
04/18	04/25/2018	79722	ATCHISON PAPER AND SUPPLY	271-790-751.000	14.40
04/18	04/25/2018	79722	ATCHISON PAPER AND SUPPLY	248-739-880.200	161.06
04/18	04/25/2018	79722	ATCHISON PAPER AND SUPPLY	271-790-751.000	38.90
04/18	04/25/2018	79723	AutomationDirect	592-558-775.000	580.00
04/18	04/25/2018	79724	BALLARD'S PLUMBING & HEATING	271-790-930.000	1,011.31
04/18	04/25/2018	79724	BALLARD'S PLUMBING & HEATING	271-790-930.000	166.00
04/18	04/25/2018	79725	BARRETTE, TERRY	202-479-775.000	58.38
04/18	04/25/2018	79726	Bear Cove Marina	661-020-142.000	4,560.00
04/18	04/25/2018	79727	BENCHMARK ENGINEERING INC.	592-544-802.000	3,000.00
04/18	04/25/2018	79727	BENCHMARK ENGINEERING INC.	592-556-802.000	3,000.00
04/18	04/25/2018	79727	BENCHMARK ENGINEERING INC.	592-559-802.000	1,991.50
04/18	04/25/2018	79727	BENCHMARK ENGINEERING INC.	204-481-802.000	1,433.50
04/18	04/25/2018	79727	BENCHMARK ENGINEERING INC.	582-588-802.000	1,433.50
04/18	04/25/2018	79727	BENCHMARK ENGINEERING INC.	592-549-802.000	1,433.50
04/18	04/25/2018	79728	BERGER CHEVROLET	661-020-142.000	36,689.00
04/18	04/25/2018	79729	BREATHING AIR SYSTEMS	101-345-802.000	659.95
04/18	04/25/2018	79730	Cheese & Company	271-790-958.100	100.00
04/18	04/25/2018	79731	CINCINNATI INSURANCE CO, THE	101-789-937.000	1,564.00
04/18	04/25/2018	79732	CINTAS CORP #729	582-593-802.000	28.33
04/18	04/25/2018	79732	CINTAS CORP #729	582-588-767.000	41.80
04/18	04/25/2018	79732	CINTAS CORP #729	592-549-767.000	21.56
04/18	04/25/2018	79732	CINTAS CORP #729	592-560-767.000	21.56
04/18	04/25/2018	79732	CINTAS CORP #729	204-481-767.000	50.61
04/18	04/25/2018	79732	CINTAS CORP #729	101-268-802.000	14.07
04/18	04/25/2018	79732	CINTAS CORP #729	592-554-802.000	49.39
04/18	04/25/2018	79732	CINTAS CORP #729	582-588-767.000	41.80
04/18	04/25/2018	79732	CINTAS CORP #729	592-549-767.000	21.56
04/18	04/25/2018	79732	CINTAS CORP #729	592-560-767.000	21.56
04/18	04/25/2018	79732	CINTAS CORP #729	204-481-767.000	41.58
04/18	04/25/2018	79732	CINTAS CORP #729	582-593-802.000	28.33
04/18	04/25/2018	79732	CINTAS CORP #729	582-588-767.000	41.80
04/18	04/25/2018	79732	CINTAS CORP #729	592-549-767.000	21.56
04/18	04/25/2018	79732	CINTAS CORP #729	592-560-767.000	21.56
04/18	04/25/2018	79732	CINTAS CORP #729	204-481-767.000	41.58
04/18	04/25/2018	79732	CINTAS CORP #729	101-268-802.000	14.07
04/18	04/25/2018	79732	CINTAS CORP #729	592-554-802.000	49.39
04/18	04/25/2018	79733	CINTAS CORPORATION	661-598-767.000	31.40
04/18	04/25/2018	79733	CINTAS CORPORATION	582-593-930.000	31.40
04/18	04/25/2018	79733	CINTAS CORPORATION	592-549-767.000	27.30
04/18	04/25/2018	79734	CONSUMERS ENERGY	592-538-920.000	3,989.72
04/18	04/25/2018	79734	CONSUMERS ENERGY	592-558-920.000	93.05
04/18	04/25/2018	79734	CONSUMERS ENERGY	592-558-920.000	208.35
04/18	04/25/2018	79734	CONSUMERS ENERGY	592-558-920.000	67.88
04/18	04/25/2018	79734	CONSUMERS ENERGY	592-558-920.000	196.15
04/18	04/25/2018	79734	CONSUMERS ENERGY	592-558-920.000	208.11
04/18	04/25/2018	79734	CONSUMERS ENERGY	592-558-920.000	216.67
04/18	04/25/2018	79734	CONSUMERS ENERGY	592-558-920.000	179.02
04/18	04/25/2018	79734	CONSUMERS ENERGY	592-558-920.000	442.36
04/18	04/25/2018	79734	CONSUMERS ENERGY	202-475-920.000	104.34
04/18	04/25/2018	79734	CONSUMERS ENERGY	592-558-920.000	615.96
04/18	04/25/2018	79735	David L Hoffman Landscaping & Nursery	204-550-802.000	405.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
04/18	04/25/2018	79736	DELTA DENTAL	101-172-724.000	58.82
04/18	04/25/2018	79736	DELTA DENTAL	101-201-724.000	266.95
04/18	04/25/2018	79736	DELTA DENTAL	101-208-724.000	48.05
04/18	04/25/2018	79736	DELTA DENTAL	101-215-724.000	20.42
04/18	04/25/2018	79736	DELTA DENTAL	101-265-724.000	24.26
04/18	04/25/2018	79736	DELTA DENTAL	101-268-724.000	52.00
04/18	04/25/2018	79736	DELTA DENTAL	101-345-724.000	898.30
04/18	04/25/2018	79736	DELTA DENTAL	101-400-724.000	22.48
04/18	04/25/2018	79736	DELTA DENTAL	101-441-724.000	153.05
04/18	04/25/2018	79736	DELTA DENTAL	101-754-724.000	23.66
04/18	04/25/2018	79736	DELTA DENTAL	101-756-724.000	90.53
04/18	04/25/2018	79736	DELTA DENTAL	101-770-724.000	96.98
04/18	04/25/2018	79736	DELTA DENTAL	101-773-724.000	12.61
04/18	04/25/2018	79736	DELTA DENTAL	101-789-724.000	29.42
04/18	04/25/2018	79736	DELTA DENTAL	204-481-724.000	204.80
04/18	04/25/2018	79736	DELTA DENTAL	271-790-724.000	272.35
04/18	04/25/2018	79736	DELTA DENTAL	514-587-724.000	16.79
04/18	04/25/2018	79736	DELTA DENTAL	582-588-724.000	249.50
04/18	04/25/2018	79736	DELTA DENTAL	592-549-724.000	281.98
04/18	04/25/2018	79736	DELTA DENTAL	592-560-724.000	75.33
04/18	04/25/2018	79736	DELTA DENTAL	701-000-230.110	1,238.20
04/18	04/25/2018	79737	DERRER OIL CO.	661-598-759.000	3,456.90
04/18	04/25/2018	79738	DTE ENERGY	592-538-920.000	115.77
04/18	04/25/2018	79738	DTE ENERGY	101-265-924.000	864.61
04/18	04/25/2018	79738	DTE ENERGY	582-593-924.000	2,086.61
04/18	04/25/2018	79738	DTE ENERGY	101-773-924.000	32.27
04/18	04/25/2018	79738	DTE ENERGY	101-265-924.000	211.86
04/18	04/25/2018	79738	DTE ENERGY	592-538-920.000	94.56
04/18	04/25/2018	79738	DTE ENERGY	101-268-924.000	1,451.10
04/18	04/25/2018	79738	DTE ENERGY	101-770-924.000	309.94
04/18	04/25/2018	79738	DTE ENERGY	514-587-802.100	148.90
04/18	04/25/2018	79738	DTE ENERGY	592-538-920.000	211.20
04/18	04/25/2018	79738	DTE ENERGY	592-551-920.000	2,739.36
04/18	04/25/2018	79738	DTE ENERGY	592-551-920.000	5,068.72
04/18	04/25/2018	79738	DTE ENERGY	271-790-924.000	492.85
04/18	04/25/2018	79739	DUNKEL EXCAVATING SERVICES INC.	514-587-802.000	7,683.75
04/18	04/25/2018	79739	DUNKEL EXCAVATING SERVICES INC.	202-479-802.000	7,683.75
04/18	04/25/2018	79739	DUNKEL EXCAVATING SERVICES INC.	514-587-802.000	2,570.00
04/18	04/25/2018	79739	DUNKEL EXCAVATING SERVICES INC.	203-479-802.000	712.50
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	101-268-775.000	9.95
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	204-481-751.000	39.08
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	582-588-751.000	39.08
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	582-593-751.000	39.08
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	592-549-751.000	39.08
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	592-560-751.000	39.08
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	661-598-751.000	39.08
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	204-481-751.000	25.05
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	582-588-751.000	25.05
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	582-593-751.000	25.05
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	592-549-751.000	25.05
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	592-560-751.000	25.04
04/18	04/25/2018	79740	DUNN'S BUSINESS SOLUTIONS	661-598-751.000	25.04

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
04/18	04/25/2018	79741	Environmental Products & Access	592-553-775.000	671.62
04/18	04/25/2018	79741	Environmental Products & Access	592-553-775.000	815.43
04/18	04/25/2018	79741	Environmental Products & Access	592-553-775.000	671.62- V
04/18	04/25/2018	79741	Environmental Products & Access	592-553-775.000	815.43- V
04/18	04/25/2018	79742	FASTENAL COMPANY	582-590-775.000	62.75
04/18	04/25/2018	79742	FASTENAL COMPANY	202-475-775.000	27.23
04/18	04/25/2018	79742	FASTENAL COMPANY	203-475-775.000	27.23
04/18	04/25/2018	79743	FIVE STAR SCREEN PRINTING PLUS	101-770-767.000	534.00
04/18	04/25/2018	79744	G & J AUTO ELECTRIC	661-598-932.000	75.00
04/18	04/25/2018	79744	G & J AUTO ELECTRIC	661-598-931.000	165.00
04/18	04/25/2018	79745	GALE/CENGAGE LEARNING	271-790-760.000	48.78
04/18	04/25/2018	79745	GALE/CENGAGE LEARNING	271-790-760.000	47.20
04/18	04/25/2018	79746	GINOP SALES INC.	661-598-931.000	68.72
04/18	04/25/2018	79747	GOVCONNECTION INC.	101-345-751.000	320.62
04/18	04/25/2018	79748	GRAINGER	661-598-785.000	36.60
04/18	04/25/2018	79749	GRAND TRAVERSE CONSTRUCTION	592-025-343.000	381,703.81
04/18	04/25/2018	79750	Great Lakes Pipe & Supply	101-773-931.000	355.06
04/18	04/25/2018	79750	Great Lakes Pipe & Supply	661-598-932.000	20.58
04/18	04/25/2018	79750	Great Lakes Pipe & Supply	661-598-931.000	1.96
04/18	04/25/2018	79750	Great Lakes Pipe & Supply	101-345-775.000	9.80
04/18	04/25/2018	79750	Great Lakes Pipe & Supply	582-590-775.000	4.08
04/18	04/25/2018	79751	Greenscape	204-481-802.000	6,553.17
04/18	04/25/2018	79752	GRP ENGINEERING INC.	582-588-802.000	1,223.75
04/18	04/25/2018	79752	GRP ENGINEERING INC.	582-588-802.000	232.22
04/18	04/25/2018	79752	GRP ENGINEERING INC.	582-588-802.000	5,075.03
04/18	04/25/2018	79752	GRP ENGINEERING INC.	582-588-802.000	6,237.74
04/18	04/25/2018	79752	GRP ENGINEERING INC.	582-588-802.000	1,752.36
04/18	04/25/2018	79753	Gulig, Anthony	101-266-802.000	4,422.07
04/18	04/25/2018	79753	Gulig, Anthony	101-266-802.000	884.41
04/18	04/25/2018	79753	Gulig, Anthony	204-481-802.000	884.41
04/18	04/25/2018	79753	Gulig, Anthony	582-588-802.000	884.42
04/18	04/25/2018	79753	Gulig, Anthony	592-549-802.000	884.41
04/18	04/25/2018	79753	Gulig, Anthony	592-560-802.000	884.42
05/18	05/01/2018	79753	Gulig, Anthony	101-266-802.000	4,422.07- V
05/18	05/01/2018	79753	Gulig, Anthony	101-266-802.000	884.41- V
05/18	05/01/2018	79753	Gulig, Anthony	204-481-802.000	884.41- V
05/18	05/01/2018	79753	Gulig, Anthony	582-588-802.000	884.42- V
05/18	05/01/2018	79753	Gulig, Anthony	592-549-802.000	884.41- V
05/18	05/01/2018	79753	Gulig, Anthony	592-560-802.000	884.42- V
04/18	04/25/2018	79754	Haviland Products Company	592-551-783.000	5,366.70
04/18	04/25/2018	79754	Haviland Products Company	592-551-783.000	5,930.58
04/18	04/25/2018	79755	Holiday Inn of Marquette	592-549-915.000	487.60
04/18	04/25/2018	79755	Holiday Inn of Marquette	592-549-915.000	487.60
04/18	04/25/2018	79756	HRDIRECT	582-593-751.000	78.99
04/18	04/25/2018	79757	HYDE SERVICES LLC	661-598-931.000	68.14
04/18	04/25/2018	79757	HYDE SERVICES LLC	661-598-931.000	89.92
04/18	04/25/2018	79757	HYDE SERVICES LLC	661-598-931.000	23.88
04/18	04/25/2018	79757	HYDE SERVICES LLC	582-593-785.000	31.50
04/18	04/25/2018	79758	KSS ENTERPRISES	101-789-775.000	58.79
04/18	04/25/2018	79759	LENNEMANN, MARK	101-000-004.000	50.00
04/18	04/25/2018	79759	LENNEMANN, MARK	101-000-003.000	200.00
04/18	04/25/2018	79760	LIBRARY JOURNAL	271-790-760.400	129.99

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
04/18	04/25/2018	79761	LOWERY UNDERGROUND SERVICE	204-550-802.000	1,092.00
04/18	04/25/2018	79761	LOWERY UNDERGROUND SERVICE	204-550-802.000	280.00
04/18	04/25/2018	79762	MICHIGAN CAT	661-598-931.000	432.86
04/18	04/25/2018	79763	MICHIGAN MUNICIPAL ELECTRIC ASSOC	582-588-915.000	25.00
04/18	04/25/2018	79764	MICHIGAN PIPE & VALVE	202-469-775.000	144.00
04/18	04/25/2018	79764	MICHIGAN PIPE & VALVE	203-469-775.000	144.00
04/18	04/25/2018	79764	MICHIGAN PIPE & VALVE	592-556-775.000	144.00
04/18	04/25/2018	79765	MITCHELL GRAPHICS INC.	514-587-802.100	359.00
04/18	04/25/2018	79766	NORTH CENTRAL LABORATORIES	592-553-775.000	1,487.64
04/18	04/25/2018	79767	NORTH COUNTRY IT	271-790-802.000	386.00
04/18	04/25/2018	79768	NORTHERN A-1 SERVICES KALKASKA	592-558-802.000	3,198.94
04/18	04/25/2018	79769	Penguin Random House	271-790-761.100	45.00
04/18	04/25/2018	79769	Penguin Random House	271-790-761.000	67.50
04/18	04/25/2018	79770	PERSONAL GRAPHICS INC.	514-587-767.000	103.86
04/18	04/25/2018	79771	PETOSKEY URGENT CARE	582-588-802.000	98.00
04/18	04/25/2018	79772	PLUNKETT COONEY	101-266-802.000	3,178.91
04/18	04/25/2018	79772	PLUNKETT COONEY	204-481-802.000	3,178.91
04/18	04/25/2018	79772	PLUNKETT COONEY	582-588-802.000	3,178.91
04/18	04/25/2018	79772	PLUNKETT COONEY	592-549-802.000	3,178.91
04/18	04/25/2018	79772	PLUNKETT COONEY	592-560-802.000	3,178.91
04/18	04/25/2018	79772	PLUNKETT COONEY	101-266-802.000	34,564.41
04/18	04/25/2018	79773	POWER LINE SUPPLY	582-010-111.000	41,827.86
04/18	04/25/2018	79773	POWER LINE SUPPLY	582-586-775.000	42.48
04/18	04/25/2018	79773	POWER LINE SUPPLY	582-010-111.000	183.84
04/18	04/25/2018	79773	POWER LINE SUPPLY	582-010-111.000	35,976.05
04/18	04/25/2018	79773	POWER LINE SUPPLY	582-586-775.000	305.90
04/18	04/25/2018	79774	Priority Health	101-172-724.000	1,312.09
04/18	04/25/2018	79774	Priority Health	101-201-724.000	4,197.99
04/18	04/25/2018	79774	Priority Health	101-208-724.000	770.45
04/18	04/25/2018	79774	Priority Health	101-215-724.000	385.23
04/18	04/25/2018	79774	Priority Health	101-265-724.000	531.62
04/18	04/25/2018	79774	Priority Health	101-268-724.000	1,144.14
04/18	04/25/2018	79774	Priority Health	101-345-724.000	18,150.04
04/18	04/25/2018	79774	Priority Health	101-400-724.000	385.23
04/18	04/25/2018	79774	Priority Health	101-441-724.000	2,544.83
04/18	04/25/2018	79774	Priority Health	101-754-724.000	520.06
04/18	04/25/2018	79774	Priority Health	101-756-724.000	1,752.78
04/18	04/25/2018	79774	Priority Health	101-770-724.000	1,906.89
04/18	04/25/2018	79774	Priority Health	101-773-724.000	277.36
04/18	04/25/2018	79774	Priority Health	101-789-724.000	647.19
04/18	04/25/2018	79774	Priority Health	204-481-724.000	3,665.53
04/18	04/25/2018	79774	Priority Health	271-790-724.000	5,040.35
04/18	04/25/2018	79774	Priority Health	514-587-724.000	385.23
04/18	04/25/2018	79774	Priority Health	582-588-724.000	4,776.85
04/18	04/25/2018	79774	Priority Health	592-549-724.000	4,625.65
04/18	04/25/2018	79774	Priority Health	592-560-724.000	1,541.88
04/18	04/25/2018	79775	PROCLEAN NORTH	582-593-930.000	1,596.00
04/18	04/25/2018	79776	RANGE TELECOMMUNICATIONS	592-560-850.000	100.00
04/18	04/25/2018	79776	RANGE TELECOMMUNICATIONS	592-549-850.000	100.00
04/18	04/25/2018	79776	RANGE TELECOMMUNICATIONS	582-588-850.000	26.80
04/18	04/25/2018	79776	RANGE TELECOMMUNICATIONS	204-481-850.000	26.80
04/18	04/25/2018	79777	Renkes, Tom	248-739-880.200	150.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
04/18	04/25/2018	79777	Renkes, Tom	248-739-880.200	150.00
04/18	04/25/2018	79778	SAFETY-KLEEN SYSTEMS INC.	592-554-775.000	80.00
04/18	04/25/2018	79779	SIGN & DESIGN	203-475-775.000	356.00
04/18	04/25/2018	79780	SPARTAN DISTRIBUTORS INC.	661-598-931.000	118.83
04/18	04/25/2018	79781	Spectrum Business	582-588-850.000	79.99
04/18	04/25/2018	79782	STANDARD ELECTRIC COMPANY	582-590-775.000	3.55
04/18	04/25/2018	79782	STANDARD ELECTRIC COMPANY	101-268-775.000	43.56
04/18	04/25/2018	79782	STANDARD ELECTRIC COMPANY	582-590-775.000	302.84
04/18	04/25/2018	79782	STANDARD ELECTRIC COMPANY	582-590-775.000	617.12
04/18	04/25/2018	79782	STANDARD ELECTRIC COMPANY	582-590-775.000	29.52
04/18	04/25/2018	79783	SUNRISE ELECTRONICS & SECURITY	514-587-802.200	1,185.47
04/18	04/25/2018	79784	SWEEP SHOP, THE	101-770-931.000	38.95
04/18	04/25/2018	79785	TELEDYNE INSTRUMENTS INC.	592-551-775.000	335.00
04/18	04/25/2018	79786	THOMPSON, WILLIAM S.	514-587-802.100	743.13
04/18	04/25/2018	79787	THRU GLASS WINDOW CLEANING	514-587-802.100	25.00
04/18	04/25/2018	79788	Todd Wenzel Buick GMC	661-020-142.000	29,139.70
04/18	04/25/2018	79788	Todd Wenzel Buick GMC	661-020-142.000	29,139.70
04/18	04/25/2018	79789	TRACE ANALYTICS LLC	592-553-801.000	341.40
04/18	04/25/2018	79790	USA Softball of Michigan	101-756-808.120	360.00
04/18	04/25/2018	79791	VanKalker Construction Inc.	592-545-802.000	1,260.00
04/18	04/25/2018	79792	VSP	101-172-724.000	27.11
04/18	04/25/2018	79792	VSP	101-201-724.000	109.54
04/18	04/25/2018	79792	VSP	101-208-724.000	20.05
04/18	04/25/2018	79792	VSP	101-215-724.000	40.09
04/18	04/25/2018	79792	VSP	101-265-724.000	12.09
04/18	04/25/2018	79792	VSP	101-268-724.000	26.45
04/18	04/25/2018	79792	VSP	101-345-724.000	439.30
04/18	04/25/2018	79792	VSP	101-400-724.000	10.73
04/18	04/25/2018	79792	VSP	101-441-724.000	57.49
04/18	04/25/2018	79792	VSP	101-754-724.000	10.42
04/18	04/25/2018	79792	VSP	101-756-724.000	44.98
04/18	04/25/2018	79792	VSP	101-770-724.000	49.59
04/18	04/25/2018	79792	VSP	101-773-724.000	4.92
04/18	04/25/2018	79792	VSP	101-789-724.000	11.46
04/18	04/25/2018	79792	VSP	204-481-724.000	77.93
04/18	04/25/2018	79792	VSP	271-790-724.000	123.67
04/18	04/25/2018	79792	VSP	514-587-724.000	10.73
04/18	04/25/2018	79792	VSP	582-598-724.000	115.19
04/18	04/25/2018	79792	VSP	592-549-724.000	118.85
04/18	04/25/2018	79792	VSP	592-560-724.000	40.09
04/18	04/25/2018	79793	ZAREMBA EQUIPMENT INC.	661-598-932.000	11.52
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	5.84
04/18	04/27/2018	79806	MEYER ACE HARDWARE	582-590-775.000	5.92
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	17.99
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-268-775.000	12.99
04/18	04/27/2018	79806	MEYER ACE HARDWARE	514-587-802.200	39.34
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	13.49
04/18	04/27/2018	79806	MEYER ACE HARDWARE	514-587-802.000	19.37
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	14.02
04/18	04/27/2018	79806	MEYER ACE HARDWARE	514-587-802.200	13.38
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	51.94
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-756-775.000	48.62

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	10.24
04/18	04/27/2018	79806	MEYER ACE HARDWARE	271-790-752.000	17.09
04/18	04/27/2018	79806	MEYER ACE HARDWARE	271-790-751.000	7.10-
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	14.72
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-775.000	35.40
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-775.000	3.10
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	22.83
04/18	04/27/2018	79806	MEYER ACE HARDWARE	592-554-775.000	71.99
04/18	04/27/2018	79806	MEYER ACE HARDWARE	514-587-802.200	20.40
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-773-775.000	20.66
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-268-775.000	4.49
04/18	04/27/2018	79806	MEYER ACE HARDWARE	582-586-775.000	8.63
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	4.90
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	.71
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	4.49
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-773-775.000	54.85
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	18.10
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	12.65
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	2.14-
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	36.72
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	7.73
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	17.79
04/18	04/27/2018	79806	MEYER ACE HARDWARE	514-587-775.000	1,581.84
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	15.29
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	11.86-
04/18	04/27/2018	79806	MEYER ACE HARDWARE	592-553-775.000	29.63
04/18	04/27/2018	79806	MEYER ACE HARDWARE	592-545-775.000	17.99
04/18	04/27/2018	79806	MEYER ACE HARDWARE	661-598-931.000	33.21
04/18	04/27/2018	79806	MEYER ACE HARDWARE	582-586-775.000	2.88
04/18	04/27/2018	79806	MEYER ACE HARDWARE	661-598-931.000	50.39
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-268-775.000	5.92
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	31.48
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	2.69
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	11.51
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-268-775.000	10.78
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-775.000	11.86
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-265-930.000	62.62
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	31.45
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-268-775.000	24.98
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-789-775.000	5.19
04/18	04/27/2018	79806	MEYER ACE HARDWARE	101-770-775.000	13.74
05/18	05/02/2018	79822	ACH-EFTPS	701-000-230.100	18,514.96
05/18	05/02/2018	79822	ACH-EFTPS	701-000-230.200	11,638.11
05/18	05/02/2018	79822	ACH-EFTPS	701-000-230.200	11,638.11
05/18	05/02/2018	79822	ACH-EFTPS	701-000-230.200	2,721.82
05/18	05/02/2018	79822	ACH-EFTPS	701-000-230.200	2,721.82
05/18	05/02/2018	79823	ACH-ICMA 457	701-000-230.700	1,361.01
05/18	05/02/2018	79823	ACH-ICMA 457	701-000-230.700	5,002.00
05/18	05/02/2018	79824	BECKETT & RAEDER INC.	204-481-802.000	2,065.30
05/18	05/02/2018	79824	BECKETT & RAEDER INC.	101-770-802.000	700.00
05/18	05/02/2018	79825	BROWN MOTORS INC.	661-598-932.000	4,111.67
05/18	05/02/2018	79825	BROWN MOTORS INC.	661-598-932.000	934.36-

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
05/18	05/02/2018	79826	BSN SPORTS INC.	101-756-808.120	1,094.69
05/18	05/02/2018	79827	C2AE	204-481-802.000	579.63
05/18	05/02/2018	79828	CCP INDUSTRIES INC.	661-598-785.000	125.89
05/18	05/02/2018	79829	CHAR-EM UNITED WAY	701-000-230.800	77.00
05/18	05/02/2018	79830	CHEMCO PRODUCTS INC.	592-551-783.000	8,342.80
05/18	05/02/2018	79831	CROOKED TREE DISTRICT LIBRARY	271-790-955.000	15.99
05/18	05/02/2018	79832	David L Hoffman Landscaping & Nursery	204-470-802.000	832.50
05/18	05/02/2018	79833	DELL MARKETING L.P.	101-262-751.000	1,022.61
05/18	05/02/2018	79834	DERRER OIL CO.	661-598-759.000	3,910.90
05/18	05/02/2018	79835	Dinges Fire Company	101-345-775.000	52.94
05/18	05/02/2018	79835	Dinges Fire Company	101-345-775.000	75.13
05/18	05/02/2018	79835	Dinges Fire Company	101-345-802.000	1,000.00
05/18	05/02/2018	79836	DTE ENERGY	101-345-920.100	1,294.70
05/18	05/02/2018	79836	DTE ENERGY	592-558-920.000	32.93
05/18	05/02/2018	79836	DTE ENERGY	101-345-920.000	1,265.54
05/18	05/02/2018	79836	DTE ENERGY	592-555-920.000	36.80
05/18	05/02/2018	79837	EMMET COUNTY	101-257-802.000	457.80
05/18	05/02/2018	79838	ENGLEBRECHT, ROBERT	101-257-802.100	3,750.00
05/18	05/02/2018	79839	ENVIRONMENTAL RESOURCE ASSOC.	592-553-775.000	671.62
05/18	05/02/2018	79839	ENVIRONMENTAL RESOURCE ASSOC.	592-553-775.000	815.43
05/18	05/02/2018	79840	FERGUSON ENTERPRISES #2000	661-598-786.000	777.00
05/18	05/02/2018	79841	FRATERNAL ORDER OF POLICE	701-000-230.400	864.00
05/18	05/02/2018	79842	GIBBY'S GARAGE	661-598-931.000	1,224.00
05/18	05/02/2018	79842	GIBBY'S GARAGE	661-598-932.000	1,224.00
05/18	05/02/2018	79842	GIBBY'S GARAGE	661-598-931.000	442.00
05/18	05/02/2018	79842	GIBBY'S GARAGE	661-598-932.000	680.00
05/18	05/02/2018	79842	GIBBY'S GARAGE	582-593-930.000	68.00
05/18	05/02/2018	79843	Goodman, Becky	514-587-802.100	110.76
05/18	05/02/2018	79843	Goodman, Becky	248-540-882.180	25.40
05/18	05/02/2018	79844	GORDON FOOD SERVICE	101-345-912.000	41.78
05/18	05/02/2018	79844	GORDON FOOD SERVICE	101-268-775.000	11.58
05/18	05/02/2018	79844	GORDON FOOD SERVICE	592-549-775.000	86.21
05/18	05/02/2018	79845	Great Lakes Pipe & Supply	592-551-775.000	25.19
05/18	05/02/2018	79845	Great Lakes Pipe & Supply	101-789-775.000	23.51
05/18	05/02/2018	79846	Gulig, Anthony	101-266-802.000	278.59
05/18	05/02/2018	79846	Gulig, Anthony	204-481-802.000	278.59
05/18	05/02/2018	79846	Gulig, Anthony	582-588-802.000	278.59
05/18	05/02/2018	79846	Gulig, Anthony	592-549-802.000	278.59
05/18	05/02/2018	79846	Gulig, Anthony	592-560-802.000	278.59
05/18	05/02/2018	79846	Gulig, Anthony	101-266-802.000	3,029.12
05/18	05/02/2018	79847	HART, TYLER	101-770-767.000	132.45
05/18	05/02/2018	79848	HYDE SERVICES LLC	514-587-931.000	36.91
05/18	05/02/2018	79849	ICMA-ROTH	701-000-230.900	125.00
05/18	05/02/2018	79850	K & J SEPTIC SERVICE LLC	592-554-802.000	600.00
05/18	05/02/2018	79851	KARR, ADRIAN	101-345-912.000	862.50
05/18	05/02/2018	79852	KENNEDY INDUSTRIES INC.	592-551-775.000	796.00
05/18	05/02/2018	79853	Koorsen Fire & Safety Inc.	101-268-802.000	85.43
05/18	05/02/2018	79854	LOWERY UNDERGROUND SERVICE	582-020-360.000	12,957.50
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-101-724.000	33.35
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-172-724.000	2,895.21
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-201-724.000	2,796.76
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-208-724.000	834.61

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-215-724.000	2,932.21
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-265-724.000	737.16
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-345-724.000	26,371.83
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-400-724.000	1,488.34
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-441-724.000	2,545.62
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-770-724.000	7,867.28
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	101-789-724.000	1,082.63
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	204-481-724.000	9,051.34
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	271-790-724.000	8,626.87
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	514-587-724.000	2,464.18
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	582-588-724.000	6,905.91
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	592-549-724.000	7,195.02
05/18	05/02/2018	79855	MICHIGAN MUNICIPAL LEAGUE WC FUND	592-560-724.000	3,951.68
05/18	05/02/2018	79856	MICHIGAN OFFICEWAYS INC.	271-790-751.000	223.44
05/18	05/02/2018	79856	MICHIGAN OFFICEWAYS INC.	101-268-775.000	119.99
05/18	05/02/2018	79857	NORTH CENTRAL MICH. COLLEGE	101-101-860.000	266.00
05/18	05/02/2018	79858	Northland Self Storage LLC	592-551-801.000	147.00
05/18	05/02/2018	79859	OHM Advisors	202-451-802.000	1,545.00
05/18	05/02/2018	79860	PENDO	271-790-752.000	111.16
05/18	05/02/2018	79860	PENDO	271-790-752.000	85.18
05/18	05/02/2018	79861	PERFORMANCE PAINTING	101-789-802.000	2,975.00
05/18	05/02/2018	79861	PERFORMANCE PAINTING	592-547-802.000	2,225.00
05/18	05/02/2018	79862	PERSONAL GRAPHICS INC.	514-587-767.000	266.32
05/18	05/02/2018	79863	Plath, Audrey	101-215-912.000	44.69
05/18	05/02/2018	79864	POWER LINE SUPPLY	582-010-111.000	1,023.60
05/18	05/02/2018	79864	POWER LINE SUPPLY	582-010-111.000	1,723.50
05/18	05/02/2018	79864	POWER LINE SUPPLY	582-586-775.000	24.00
05/18	05/02/2018	79864	POWER LINE SUPPLY	582-010-111.000	1,119.36
05/18	05/02/2018	79864	POWER LINE SUPPLY	582-590-775.000	165.00
05/18	05/02/2018	79864	POWER LINE SUPPLY	582-010-111.000	2,322.00
05/18	05/02/2018	79865	PROCLEAN NORTH	592-554-802.000	544.50
05/18	05/02/2018	79866	Ray, Robin	271-790-958.000	100.00
05/18	05/02/2018	79867	Rhea, Jordan	592-560-915.000	75.76
05/18	05/02/2018	79868	ROOT MECHANICAL LLC	592-558-802.000	2,380.00
05/18	05/02/2018	79869	SMITH, DANIEL	101-345-912.000	908.76
05/18	05/02/2018	79870	SPARTAN DISTRIBUTORS INC.	661-598-931.000	8.02
05/18	05/02/2018	79870	SPARTAN DISTRIBUTORS INC.	661-598-931.000	582.14
05/18	05/02/2018	79870	SPARTAN DISTRIBUTORS INC.	661-598-931.000	64.39
05/18	05/02/2018	79870	SPARTAN DISTRIBUTORS INC.	661-598-931.000	64.39
05/18	05/02/2018	79870	SPARTAN DISTRIBUTORS INC.	661-598-931.000	21.40
05/18	05/02/2018	79871	Spectrum Business	592-560-850.000	34.97
05/18	05/02/2018	79872	TEAMSTERS LOCAL #214	701-000-230.400	1,013.00
05/18	05/02/2018	79873	TELE-RAD INC.	101-345-802.000	635.00
05/18	05/02/2018	79874	TRAVERSE MAGAZINE	248-739-880.200	2,131.00
05/18	05/02/2018	79875	TRUCK & TRAILER SPECIALTIES	661-598-932.000	27.48
05/18	05/02/2018	79875	TRUCK & TRAILER SPECIALTIES	661-598-931.000	944.57
05/18	05/02/2018	79875	TRUCK & TRAILER SPECIALTIES	661-020-142.000	561.76
05/18	05/02/2018	79876	USA BLUE BOOK	592-551-775.000	209.28
05/18	05/02/2018	79877	Valley City Linen	271-790-752.000	25.00
05/18	05/02/2018	79877	Valley City Linen	271-790-752.000	25.00
05/18	05/02/2018	79877	Valley City Linen	271-790-752.000	25.00
05/18	05/02/2018	79877	Valley City Linen	271-790-752.000	25.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
05/18	05/02/2018	79878	VAN'S BUSINESS MACHINES	514-587-802.000	82.67
05/18	05/02/2018	79879	VERIZON WIRELESS	271-790-850.000	80.02
05/18	05/02/2018	79880	VOSS LIGHTING	582-590-775.000	236.40
05/18	05/02/2018	79881	Colors By Sherri	101-345-775.000	331.90
05/18	05/02/2018	79882	Northern Electric	101-773-931.000	111.02
Grand Totals:					<u>1,243,113.27</u>

Report Criteria:

Check.Date = 04/12/2018-05/02/2018

Check Number	Date	Name	GL Account	Amount
78591	04/18/2018	Meehan, Jessica	582040285000	4.36-
79706	04/18/2018	AYOUB, ELIAS	582040285000	51.13
79707	04/18/2018	BRUCE, ALEKSANDR	582040285000	46.65
79708	04/18/2018	GILSON, MATTHEW	582040285000	52.84
79709	04/18/2018	Rice, Anthony	582588803000	75.00
79794	04/25/2018	Bradford Master Dry Cleaners	582588803000	2,500.00
79795	04/25/2018	Cross, Carol	582040285000	1.62
79796	04/25/2018	Curtiss, Joel & Sylvia	582040285000	10.77
79797	04/25/2018	Dalian, Cindi	582040285000	36.20
79798	04/25/2018	Edgerly, Cathy	582588803000	15.00
79799	04/25/2018	Fritcher, Tracy	582040285000	30.81
79800	04/25/2018	Grandpa Shorter's Gifts	582588803000	300.00
79801	04/25/2018	Kroon, Vincent	582081642300	218.97
79802	04/25/2018	Litzner, Bryanna	582040285000	51.27
79803	04/25/2018	Petoskey Montessori	582588803000	357.00
79804	04/25/2018	Petoskey Pediatrics	582588803000	917.65
79805	04/25/2018	Woodruff, Timothy & Gina	582081642300	150.00
79807	05/02/2018	Delisle, Justin	582040285000	5.48
79808	05/02/2018	Hice, Lauren	101756808010	162.00
79809	05/02/2018	Johnson, April	582081642300	119.68
79810	05/02/2018	Kurakazusampson, David	582081642300	15.98
79811	05/02/2018	Lentz, Joseph	582081642300	78.10
79812	05/02/2018	Manning, Clark	582081642300	185.74
79813	05/02/2018	NARSESIAN, CHRISTOPHER	582040285000	26.35
79814	05/02/2018	Shoemaker, Joel B	582081642300	11.25
79815	05/02/2018	Smith, Joshua	582081642300	16.13
79816	05/02/2018	Ternes, Timothy	582081642300	140.57
79817	05/02/2018	THORNTON, KATELYN	582040285000	31.28
79818	05/02/2018	Trumble, Matthew	582081642300	199.55
79819	05/02/2018	Van Hoozen, Michael	101087653000	160.00
79820	05/02/2018	Vantreese, Jack	582081642300	74.96
79821	05/02/2018	Wilder, Karolyn & Mark	582081642300	296.06
Grand Totals:				6,333.68



BOARD: City Council

MEETING DATE: May 7, 2018

PREPARED: May 2, 2018

AGENDA SUBJECT: Proposed Ordinance Amending Chapter 8, Article III pertaining to New Business Registrations

RECOMMENDATION: That the City Council conduct a second reading and possible adoption

Background Over the past several months, staff and the City Attorney have reviewed amending various sections of Chapter 8 Businesses and Business Regulations as part of the Code of Ordinances. The proposed ordinance will amend Chapter 8, Article III, Sections 8-31 through 8-36. The existing regulations were established in 1973, amended in 1978 and last updated in 1988. Changing the business registration process is a step to revamp ordinances pertaining to licenses that have not been updated in many decades.

Currently, only retail merchants are required to register one-time and be licensed with the City. The proposed amendment will require all new businesses to register with the City and be placed on the tax rolls. The proposed ordinance states the following:

New business shall mean every person who occupies all or part of a building within the city:

- 1. In connection with a business, whether for profit or not for profit, or*
- 2. For the purpose of manufacturing or conducting research and/or development, or*
- 3. For offering for sale goods or performing services,*

And who did not pay personal property tax to the city at the location of the new business or submit an exemption form to the city during the preceding calendar year.

Person shall mean any individual, firm, co-partnership, corporation, company, association, or joint stock association, society, organization or league, and includes any trustee, receiver, assignee, subcontractor, agent or other similar representative thereof.

This is the first section of Chapter 8 to be updated with potential for more in the coming months.

Action City Council conduct a second reading and possible adoption.

sb
Enclosure

ORDINANCE NO. _____

NEW BUSINESS REGISTRATION

AN ORDINANCE TO REGULATE NEW BUSINESS REGISTRATION IN THE CITY OF
PETOSKEY

THE CITY OF PETOSKEY ORDAINS:

1. Chapter 8, Article III, Sections 8-31 through 8-36 of the Petoskey Code of Ordinances is hereby repealed and replaced by the following:

Sec. 8-31 Definitions.

The following words, terms and phrases when used in this article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

New business shall mean every person who occupies all or part of a building within the City:

- 1) in connection with a business, whether for profit or not for profit, or
- 2) for the purpose of manufacturing or conducting research and/or development, or
- 3) for offering for sale goods or performing services,

and who did not pay personal property tax to the City at the location of the new business or submit an exemption form to the City for that location during the preceding calendar year.

Person shall mean any individual, firm, co-partnership, corporation, company, association, or joint stock association, society, organization or league, and includes any trustee, receiver, assignee, subcontractor, agent or other similar representative thereof.

Sec. 8-32 Municipal Civil Infraction.

- (a) Any person, firm or corporation violating any of the provisions of this chapter is responsible for a municipal civil infraction, subject to payment of a civil fine pursuant to the City of Petoskey Municipal Civil Infraction Ordinance, as amended, plus costs and other sanctions, for each violation (as authorized by Act 236 of the Public Acts of Michigan of 1961, as amended, see MCL 600.101 et seq., the City of Petoskey Municipal Civil Infraction Ordinance, and other applicable laws).
- (b) Repeat offenses under this chapter shall be subject to increased fines, as provided by the City of Petoskey Municipal Civil Infraction Ordinance, as amended from time to time.

Sec. 8-33 Registration Required.

No person shall start a new business in the City without first filing and registering with the City in the manner set forth in this Ordinance.

Sec. 8-34 Application.

Applicants for a registration under this article must file with the City Assessor, a sworn application on a form to be furnished by the City Assessor, providing the following information:

- (1) Full name, date of birth, tax identification number of the registering business, if any, and driver's license number of the individual signing the application.
- (2) The name the business will use.
- (3) The names and addresses of its owners, officers, partners, directors and trustees.
- (4) The nature of any franchises under which the applicant will operate.
- (5) The names and addresses of owners of any leased equipment in use in the business.
- (6) The value of all furniture, fixtures, signs, leasehold improvements, machinery and equipment on hand, when such business is established.

Sec. 8-35 Fees.

The fee for a new business registration and license shall be set by resolution of the City Council.

Sec. 8-36 Issuance.

When the applicant has paid the fee and has provided the information required by this article, the applicant shall be deemed registered under this article. Such registration shall not permit any person to engage in any activity otherwise prohibited by this Code and shall be nontransferable.

2. **Severability; Saving Clause.**

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.

3. **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 _____, 2018.

John Murphy
Its: Mayor

Alan Terry
Its: Clerk



BOARD: City Council

MEETING DATE: May 7, 2018

PREPARED: April 27, 2018

AGENDA SUBJECT: Proposed Ordinance to amend Appendix C to the Petoskey Code of Ordinances, Sign Ordinance

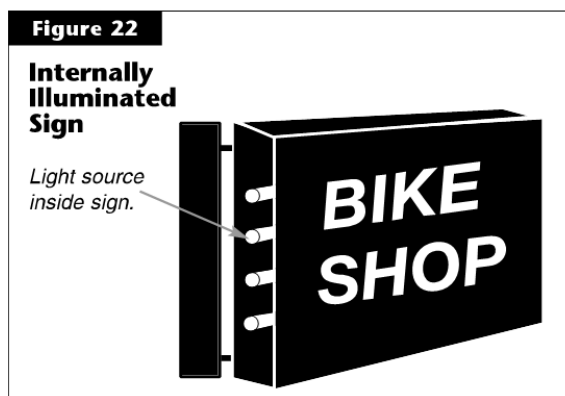
RECOMMENDATION: That the City Council conduct second reading and possible adoption.

Background The Sign Committee periodically reviews issues with certain sign regulations and makes recommendations to the Planning Commission for possible amendments. The Planning Commission discussed the proposed amendments, held a public hearing on March 15, 2018, and recommended the amendments to City Council.

Summary The proposed changes would clarify the language for internally illuminated signs; create a new category of special condition signs for businesses in the B-2 Central Business District that do not have access from a public street or sidewalk; and allow sandwich boards in the B-2A Transitional Business District and B-2B Mixed Use Corridor.

At the first reading, there were questions regarding the change to sign illumination regulations. Below is the existing language. The intent of the amendment is to clarify what constitutes a sign background.

3.1(5)(b) Interior illumination is only permitted for individual letters, logos or lettering on a sign. All illumination shall be steady and stationary in source and intensity. (Figure 22)



Action City Council is being asked to hold a second reading on the proposed ordinance and possible adoption.

at
Enclosure

ORDINANCE NO. _____

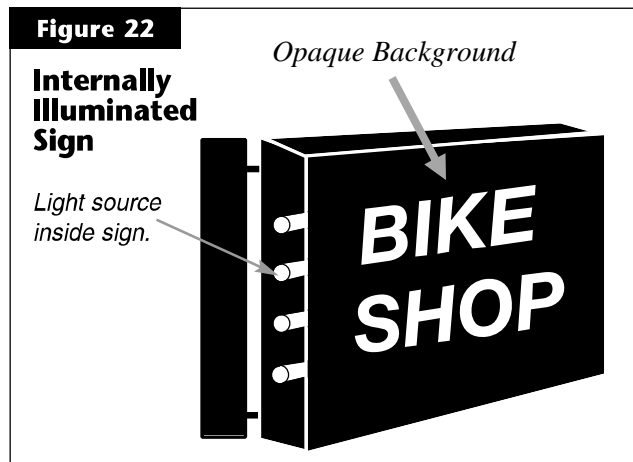
**AN ORDINANCE TO AMEND APPENDIX C OF THE CITY CODE OF ORDINANCES,
SIGN ORDINANCE, SECTIONS 3.1(5)(b) SIGN ILLUMINATION, SECTION 8.2(a)
SPECIAL CONDITION SIGNS AND SECTION 7.1(6) SANDWICH BOARDS**

The City of Petoskey ordains:

1. The text of Section 3.1(5)(b) shall be amended to read as follows:

Interior illumination is only permitted for individual elements within a sign such as letters and graphics, but the entirety of the background shall be opaque and not illuminated. All illumination shall be steady and stationary in source and intensity (Figure 22).

2. Figure 22 shall be amended to read as follows:



3. The text of Section 8.2(a) shall be amended to include a new subsection (12) to read as follows:

One (1) off-premise, wall-mounted sign not to exceed three (3) square feet may be approved by the Sign Committee in situations where a business in the Central Business District has no street or public sidewalk access and the visibility of the business is clearly restricted. If there are multiple signs for vision-obstructed businesses on a single wall, the location of all signs shall be coordinated and part of the Sign Committee review.

4. The text of Section 7.1(6) shall be amended to allow Sandwich Board signs in the B-2A Transitional Business and B-2B Mixed Use Corridor Districts. The introductory language should be amended to read as follows, with regulations (a)-(f) remaining the same.

Sandwich boards. Sandwich board signs shall be permitted in the Central Business District (B-2), Transitional Business District (B-2A) and Mixed Use Corridor (B-2B) on private or public property, subject to the following conditions.

5. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.
6. 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 _____
2018.

John Murphy
Its Mayor

Alan Terry
Its Clerk



BOARD: City Council

MEETING DATE: May 7, 2018

PREPARED: May 2, 2018

AGENDA SUBJECT: Public Participation Plan (PPP) Updates

RECOMMENDATION: That City Council discuss and adopt updated Public Participation Plan

Background The City Council adopted the Public Participation Plan (PPP) in January of 2016 as part of the Redevelopment Ready Communities (RRC) certification process. The document is required to ensure that public documents and actions adequately incorporate public input. The proposed updated plan was introduced at the April 16 City Council meeting. A Councilmember requested that the matter be tabled and discussed at the next regular scheduled meeting.

Document Amendment Another requirement of the RRC program is for a community to have a policy in place that encourages developers to engage the public early in the development process. To incorporate this requirement, staff is recommending an amendment to the PPP. The Planning Commission discussed and made revisions to the language at its February 15 meeting, followed by adoption of the amended PPP at its March 15 meeting and adopted the revised PPP. The main change was to remove reference to specific size of a project (e.g., number of residential units or square footage of commercial space) as there may be small projects in a community the size of Petoskey for which such outreach would be helpful. The language now references a conceptual plan review by the Planning Commission for projects with new residential, commercial or a mix of uses.

The Planning Commission discussed and revised language in the Public Participation Plan to read (text highlighted in the PPP document):

Large Development Proposals

To ensure that applicants seeking project approval pursue early and effective public participation in conjunction with their proposed developments, it is the policy of the City of Petoskey, that any project with new residential, commercial or a mix of uses present a conceptual development plan to the Planning Commission BEFORE any formal submittal is made. The developer is strongly encouraged to personally invite property owners within 400 feet of the subject property or other affected parties to the presentation and may be provided these names and addresses by City staff. No action will be taken at this meeting, and any input or direction is non-binding on the developer.

Documentation of the meetings and feedback received shall be provided with the project application.

The Commission also amended the timing of when minutes from outreach meetings will be provided and the language for each outreach type to state that results would be posted on-line.

Action Council is being asked to review and adopt the amended Public Participation Plan.

at
Enclosure



Public Participation Plan

Adopted by the
Planning Commission: November 12, 2015
City Council: January 4, 2016

Amended by the
Planning Commission March 15, 2018
City Council _____, 2018

Contents

Overview and Purpose	1
Public Participation Goals and Objectives.....	2
Public Participation Requirements.....	4
Stakeholder Outreach.....	6
Public Participation Methods.....	8
Outreach Strategies.....	10
Communicating Results.....	11
Public Participation Evaluation.....	12

OVERVIEW AND PURPOSE

Frequent, regular and active solicitation of input from citizens and organizations that represent a diverse perspective results in the information needed to make the most successful decisions possible. As key facilitators in the City's decision-making processes, the public officials and administrators of the City of Petoskey understand the significant importance of public participation.

The City needs to engage citizens from the very beginning. Soliciting input in all stages of the decision making process contributes to a greater public understanding of the complexities involved in many community projects and also provides transparency in government operations. The active solicitation and consideration of citizen input by City officials enhances the public understanding of their ability and responsibility to impact the future of the community.

To effectively engage the public, there needs to be an explicit plan of action that outlines the purpose and process used in soliciting public input. By creating a public participation plan, the City will be able to retain important organizational knowledge despite employee turnover. Also, by documenting and analyzing information on participation efforts, we will be able to more objectively assess our efforts and readjust accordingly; thus creating a dynamic and responsive set of best practices.

It is important to realize that citizen engagement is a dynamic endeavor - continually changing with each unique situation. A successful practice with one group of citizens might fail to gather the needed input for another group. To this end, this plan is intended to serve as an internal analysis and assessment, providing acknowledgment of successes, missed opportunities and a resource for ideas on how to best engage collaboration in the future. This plan also serves as evidence that the City of Petoskey is dedicated in its role as facilitators of public participation.

PUBLIC PARTICIPATION GOALS AND OBJECTIVES

Listed below are concrete participation goals and objectives for the City of Petoskey. In the spirit of collaboration, the development of these goals and objectives has allowed City officials to reach a general consensus on what successful public participation looks like.

- **Seek broad identification and representative involvement of all residents of the community.**
The diverse characteristics and needs of residents – particularly due to our seasonal nature- require different communication and outreach techniques.
- **Utilize effective and equitable avenues for distributing information and receiving comments.**
There are many techniques and mechanisms available to ensure that a diverse public is well-informed and able to play a role in the planning process. Recognizing that no single technique or mechanism will work in all cases, it is up to the municipality to consider the special communication needs of the public and use the best approaches to accomplish this objective.
- **Provide educational materials and design participation initiatives that will support and encourage effective participation.**
Effective participation in the decision-making process requires an understanding of land-use issues and the framework for making local investment decisions. Planning professionals and officials need to be well-versed in and employ visualization techniques that optimize public understanding of issues and concepts. Visualization techniques, including 3-D modeling, can be especially helpful with specific sites or areas of redevelopment.
- **Encourage regional collaboration with local governments and other stakeholder organizations.**
By hosting joint public engagement events and sharing public participation data and best practices with other organizations, many of the issues that impact an entire region can be more successfully assessed. Also, the cooperation of resources needed to actively engage the public on a particular topic can lower the costs of public participation and provide broader policy perspective.
- **Maintain and develop staff expertise in all aspects of participation.**
This includes techniques for bridging language, cultural and economic differences that affect participation; ways to convey issues and information in meaningful ways to various cultural groups; and means for ensuring equitable representation for all segments of the population and sectors of the economy.
- **Support and encourage continuous improvement in the methods used to meet the public need for information and involvement.**
Public information and involvement methods are continually evolving. The municipality is committed to seeking new and innovative ways to engage and keep the public involved throughout the process.

- **Record results of public engagement and recount these results back to the public.**
To properly capture the concerns, priorities and vision of the public, the municipality will develop a system to track the various techniques and mechanisms of public input. To maintain transparency and consistency, the municipality will develop a method for sharing public participation with the public.
- **Solicit public participation in the master plan and sub-area plan processes.**
Throughout the multiple phases of the planning process, extensive participation components are and will continue to be incorporated to foster public participation. Proactive participation denotes early and continuous involvement in important policy or project decisions before they are finalized. There are many opportunities for the public to play a role in shaping short and long-term needs, solutions and funding priorities. The earlier the public is involved in the process, the greater the opportunity to influence important land-use and economic development decisions.
- **Encourage sustained public participation by creating meaningful volunteer opportunities, ad-hoc committees, study groups and other roles that allow citizens greater responsibility in the decision making process.**
The City has many committees, including those mentioned later in this document, but could expand participation and resident “ownership” through “Friends of” groups for parks, neighborhood organizations, and other issue-specific committees.

PUBLIC PARTICIPATION REQUIREMENTS

The most basic type of facilitation of public participation is mandated in state and federal requirements. The Open Meetings Act (OMA) was developed to ensure that governments were including citizens in the decision making process. Advanced notice of public meetings and restrictions on discussions outside of a public forum serve to ensure that a level of transparency is occurring in government processes throughout the country.

The OMA is fundamental to ensuring the public has a role in policy development and adhering to its mandates is legally required. The City of Petoskey takes these requirements very seriously as legal mandates to assure that due process in decision-making process is maximized.

Key definitions

“Public body” - means any local governing body (including a board, commission, committee, subcommittee, or authority) which is empowered (by state constitution, statute, charter, ordinance, resolution or rule) to exercise governmental or proprietary authority or perform a governmental or proprietary function.

“Meeting -” means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.

“Closed session” - means a meeting or part of a meeting of a public body which is closed to the public.

The Michigan Open Meetings Act Compliance

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the municipality will hold meetings in City Hall, 101 East Lake Street or in another properly posted location as is necessary or preferable. These locations are accessible to the general public. Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Petoskey City Hall for assistance: City Clerk, (231) 347-2500; 101 East Lake Street; Petoskey, MI 49770.

The public will be notified within ten (10) days of the first meeting of a public body in each calendar or fiscal year; the body will publicly post a list stating the dates, times and places of all its regular meetings at its principle office.

If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times and places of regular meetings.

For special and irregular meetings, public bodies will post a notice indicating the date, time and place at least eighteen (18) hours before the meetings.

Public bodies will hold emergency sessions without a written notice or time constraints if the public health, safety or welfare is severely threatened and if two-thirds of the body’s members vote to hold the emergency meeting.

Any citizen can request that public bodies put them on a mailing list or an e-mail list so that they are notified in advance of all meetings by contacting Petoskey City Hall: City Manager Administrative Assistant (231) 347-2500, 101 East Lake Street, Petoskey, MI 49770. Additionally, the City makes available the option to sign up for an e-mail notification.

Meetings

The OMA requires guidelines during public meetings to ensure the public has an opportunity to be included in the decision making process and to ensure that a record of decisions is kept and are accessible to the public for review. This ensures a level of transparency and keeps decision making in the open.

During each public meeting there must be time allotted for the public to comment. Minutes must be kept for all open meetings, and are required to contain a record of the public comment and also the following:

- the time, date and place of the meeting
- the members present and absent
- a record of any decisions made at the meeting and a record of all roll call votes

The basic intent of the OMA is to require that public bodies conduct business at open meetings. However, there are times when a closed session is necessary and in these instances, an explanation of the purpose(s) for which a closed session is held must be in the minutes of a regular meeting and separate minutes must be taken of the closed meeting.

STAKEHOLDER OUTREACH

The City of Petoskey understands that a successful public dialogue is the backbone for the development of a successful community. Without the systematic and consistent incorporation of citizens and other stakeholders in the decision-making processes of our local government, ideas and opportunities will be missed and decisions made without a complete understanding of the potential impacts on our community. Additionally, a regular dialogue between citizens and their local government enhances understanding, contributes to a transparent process and increases trust. By involving our community in the decision-making processes at all stages, citizens are more likely to accept the final outcome of a project and feel that their interests were considered and the best decisions were made.

Local, State and Federal Organizations from both the public and private sectors assist and enhance the City's decision-making process through their input. Ensuring and nurturing these partnerships during a development process is essential. The City of Petoskey is dedicated to local and regional collaboration.

Organizations

The City has a long history of collaboration with public and private sector organizations and citizens towards the goal of bettering our community. Much of the collaboration that has occurred has resulted in the high quality of life we enjoy in the Petoskey area. Examples of this collaboration include:

Parks and Recreation Facilities and Protection of Open Space

It is the collaboration between the City and the Petoskey Public Schools, North Central Michigan College, Emmet County Parks and Recreation and the Little Traverse Conservancy that has resulted in our athletic complexes including Bates Park, River Road Sports Complex, Tennis Courts, and improved trail connections (North Country Trail).

Community Events

The City works closely with many organizations to support community events. Working with the Petoskey Regional Chamber of Commerce (Art in the Park, Festival on the Bay, Farmers Market), the Downtown Management Board (Petoskey Rocks, parades, Sidewalk Sales, Winter Open House), and many non-profit service organization walks and runs.

Transportation

The City collaborates with area jurisdictions, the college and the Tribe on transportation issues and identification of priority road projects through the Petoskey Area Transportation Committee.

Economic Development

As a regional need and benefit, the City works with several groups on economic development issues including the Northern Lakes Economic Alliance, the Petoskey Regional Chamber of Commerce, the Harbor Springs Municipal Airport, McLaren Northern Michigan and the Michigan Economic Development Corporation (MEDC).

Non-Profit Organizations

The City of Petoskey is committed to reaching out to organizations and citizens to collectively solve problems that may arise and create visions for the future. The partnership developed through collaborative efforts strengthens networks and reinforces future relationships. A continuous dialogue with organizational stakeholders should be maintained to facilitate understanding and trust. The City further understands that when efforts are combined, resources can be saved and a better outcome reached. Examples of these agencies include:

- Little Traverse Bay Bands of Odawa Indians
- Women's Resource Center
- Harbor Hall
- The Petoskey Club
- Friendship Centers of Emmet County
- Tip of the Mitt Watershed Council
- Northwest Michigan Community Action Agency

Missed Opportunities

The City of Petoskey is dedicated to ensuring the public is notified and involved in its decision making processes. We realize that more effort is needed to reach beyond the public meeting, as many residents will simply never attend a meeting even if they are personally invited. Technology and information sharing through the City website helps in this realm and the City has recently been increasing use of social media. While we know the "usual suspects" that attend meetings, the City does not systematically analyze the data it collects on the citizens who attend public meetings or the nature of the comments that are made. Additionally, no specific demographic characteristics are known about citizen participation.

Although there are numerous stakeholders currently involved in helping to develop and guide the City of Petoskey, the likelihood of underrepresented citizens and organizations is still a reality. The City of Petoskey needs to identify these stakeholders and make a concerted effort at bringing them into the decision making process.

It seems the most difficult demographics to reach are young families and youth. The best way to reach both of these demographic groups is for additional information sharing with the school district, possibly creating a direct link from their website to the City website. The City of Petoskey recently updated its website and enhanced use of social media which should improve communication with youth. There is a requirement for students to attend public meetings, but City officials could improve this age group's understanding of civic involvement by engaging them through government or social studies classes or other projects as the situation arises. Not only would this engage a demographic that is not typically included, but also serve to educate them about civic responsibility and potentially help to create future generations of more active citizens.

PUBLIC PARTICIPATION METHODS

There are both passive and active methods of public participation, both kinds have been and will continue to be used by the City of Petoskey. A summary of these and when they have been used by the City is provided.

Passive Practices- The following methods are passive because they are simply a way of making the public aware that something is going on. Many times, this does not result in involvement of all stakeholders, especially those with visual impairments, non-English speakers, the illiterate, youth, citizens with limited mobility and those who work during the time of the public meeting.

- Newspaper posting
- Website posting
- Flier posting on community hall door
- Announcements at council meeting
- Post card mailings
- Attachments to water bills
- Local cable notification
- Social media sites

Active Practices- The following are public participation methods that are less reactive and more focused on education and collaborative visioning. Many of these methods have been used by the City and would not be possible without strong partnerships.

Surveys- Surveys are useful for identifying specific areas of interest or concentration from a broad scope of ideas or issues. These areas of interest can then be further explored using other methods like the ones outlined below. A community may use a survey to identify where to start in the planning process, or the general climate surrounding a topic. Surveys can be useful to get a general idea of something, but should not be used as the sole method of public input. It is helpful for a municipality to administer surveys with partners. For example, schools can send surveys home with children, churches can have them available to fill out and neighborhood groups can hand deliver to households. As with most public input efforts, it is best to vary the delivery method (mailed, handed out, electronic) and include bilingual language if applicable. The City performed a National Citizen Survey in 2010, and has used surveys during the Downtown Strategic Plan process, and the downtown regularly surveys businesses as follow up to downtown events.

Community Workshops- These can be as simple as a series of question and answer sessions or as creative as creating a board game. Often workshops are a great way to educate the community surrounding a specific topic and hear concerns, questions and ideas. As noted above, workshop venues need to be accessible and approachable for all attendees. If a meeting is for a neighborhood level project, all effort should be made to hold the workshop in the neighborhood and at convenient times. An experienced meeting facilitator is a must and she must understand the desired input and ultimate use of the input and be able to relay the process. The City has used workshops for the Downtown Strategic Plan, Old Town Emmet Neighborhood Plan, and Parks and Recreation Master Plan.

Charrettes- The charrette differs from a workshop because it is a multi-day event where designers and planners work on a plan in-between what are called “feedback loops”. Usually between three and seven days, citizens can come to the “charrette studio”, which is an office on or near the location of the proposed plan or project. Citizens offer ideas while the charrette team facilitates and observes. From these suggestions, the designers and planners change the plan to suit community input and present their creation the next day where the community offers feedback again. This makes up one cycle of a “feedback loop”. There can be up to five feedback loops, resulting in a final plan shortly thereafter. This process can be completed with many different budgets, depending on the expertise of municipal staff and local residents. Charrettes take much planning beforehand. The City held a charrette in the beginning of the Blueprint Petoskey Master Plan process.

Walkabouts- Walkabouts offer candid feedback from a variety of stakeholders when discussing a specific area. They can be paired with community workshops or charrettes to measure the perceived safety and comfort of pedestrians in a downtown, neighborhood or corridor. Walkabouts are also useful for identifying desired design, problem properties or safety concerns. The City used a walkabout during the Old Town Emmet Neighborhood Plan process and uses them downtown for issues as varied as bike rack locations and sign ordinance amendment discussions.

One-on-One Interviews- Interviews are a great way to get specifics on a topic. Specific community leaders may have been identified, making them ideal candidates for an interview. Some communities have individuals that are very vocal about issues in the community. Interviewing them may give some perspective on how to address their concerns. It is important to remember that one interview reflects the opinion of one individual and should not be considered the standing of the entire community.

Focus Groups- Like interviews, focus groups can help to narrow down concepts or get a specific side of the story. The City used focus groups for the Downtown Strategic Plan.

Social Networking- Technology offers a unique opportunity to give and receive information to a mass of people. Municipalities can post events, share information and even solicit feedback. This public participation method is best used in conjunction with other methods because it excludes those who do not use social media. To date, the City has recently increased the use of social media as noted above.

OUTREACH STRATEGIES

The City of Petoskey will follow a systematic plan for public engagement in the development of City policy. In helping citizens and other stakeholders to be more involved in the creation process and not simply a reaction to a finished product, the sooner the public is involved, the better. Proactively engaging stakeholders fosters a sense of ownership and prevents delays caused by unforeseen issues. This section outlines how the community has and will be engaged depending on the input sought situation.

Master Plan

As a visionary policy document, the master planning process must use a wide range of public input methods to develop the goals, objectives and strategies for implementation. In development of the current master plan, a charrette, a steering committee, outreach at public events and public hearings were all used. Whenever major changes to the plan are proposed, additional outreach will be held.

Zoning Ordinance Update

Like the Master Plan, the Zoning Ordinance is a document that reflects the vision of the community. To this end, it is important the public be involved in its revision. As each revision process is unique and not necessarily related to the entire document, the stakeholders may vary to some extent. However, a general process of public outreach will contain early and frequent public input and a continuous facilitation of involvement throughout the decision making process. The creation of citizen study groups, or ad-hoc committees, or workshops with directly affected property owners will be encouraged when tackling more complicated issues. The thought processes of City Officials will be explained in each public meeting so that citizens are aware of the development if they are not directly involved. Also, one or more public hearings will be held before passage of any ordinance. Particular attention will be paid to public outreach and communication when dealing with controversial development projects. The website will be updated and social media and e-newsletter updates will be sent out regularly on decision-making processes and projects. Recent examples of changes that went through this process include the creation of two new zoning districts adjacent to the Central Business District. Information on these changes was presented to the Downtown Management Board for input and a workshop was held for all affected property owners to explain the impacts of the proposed zoning changes.

Downtown Strategic Plan

Downtown Petoskey is an economic driver for the City and its success is essential to the Petoskey identity and thus another important area for citizen and stakeholder involvement. The Downtown Management Board and Downtown Development Authority are the public bodies that represent downtown businesses, property owners and residents, subject to public policy as determined by City Council. While we are not a Main Street community, the DMB/DDA did come out of a merchants group back in the 1990s, the Gaslight Merchants Group. The downtown office follows a modified four-point approach through its committee structure.

- Downtown Marketing Committee
- Downtown Design Committee
- Downtown Events Committee.
- Downtown Economic Development Committee

In addition to the active participation of these volunteer committees, citizens will be involved frequently throughout plan implementation and updates. Information will be shared and input sought through the downtown newsletter, the website, social media, traditional media outlets and in public meetings on decision making processes and opportunities to become a part of the discussion.

Large Development Proposals

To ensure that applicants seeking project approval pursue early and effective public participation in conjunction with their proposed developments, it is the policy of the City of Petoskey, that any project with new residential, commercial or a mix of uses present a conceptual development plan to the Planning Commission BEFORE any formal submittal is made. The developer is strongly encouraged to personally invite property owners within 400 feet of the subject property or other affected parties to the presentation and may be provided these names and addresses by City staff.

Documentation of the meetings and feedback received shall be provided with the project application.

Policy Development/Decision-Making

In government, there is a continual evolution of policies and situations in which action/decisions are required but are not easily apparent. These decisions require extensive research and often expert advice is needed for them to be properly analyzed. The City of Petoskey understands that policy decisions can be complex and multi-faceted and often difficult to communicate to the public. For this reason, Petoskey has committed itself to constant communication with the public during any decision-making process in which it may be engaged.

Additionally, the City wants to include the public in this process from the start. By including stakeholders and citizens in policy development and decision making from the beginning, the City will have improved decisions by securing a greater variety of insights and ultimately creating better public policy.

An example of how the City includes the public in the decision-making process is illustrated by recent outreach with regards to the City Council goal setting session.

COMPLETING THE FEEDBACK LOOP (COMMUNICATING RESULTS)

Communicating back to the public the information gathered during the public involvement process will result in another layer of transparency and a greater understanding from the public that we value public input and are actively seeking to involve the citizens in our community.

Municipalities have many venues of communication: television, newsletters, the municipal website and social media. The appropriate venue to communicate, who is responsible for this communication and how soon after the public participation event are all dependent on the situation at hand. There is no one way of communicating.

In general, the following is a list of ways the City will communicate public feedback.

Public Meetings- City Council, Board, and Commission meeting minutes will be posted on the City website no later than one week after the minutes are approved. Video broadcast of City Council meetings are available through public access television.

Surveys- Surveys performed by City staff will be compiled by a designated staff person and posted after the survey summary is completed. The results, or a link to the results, will be posted online, sent out in the e-newsletter and on social media and published in the City newsletter.

Community Workshops/Charrettes- A City official or consultant will be charged with taking notes during community workshops and charrettes. It will be announced at the beginning of the meeting that the summary will be available on the City website and a link provided to social media accounts. The meeting summary will also be publicized at other public meetings such as City Council and Planning Commission.

Walkabouts- The facilitator(s) of walkabouts will take notes during the walkabout. A summary of the input received will be produced and posted on the City website.

One-on-one Interviews- Interview results will be kept confidential for the comfort of the participants unless requested otherwise, but a summary of all comments will be compiled and posted online.

Focus Groups- Focus group results will be kept confidential for the comfort of the participants unless requested otherwise, but a summary of all comments will be compiled and posted online.

Standing Committees- Recommendations coming out of standing committees will be summarized and provided to the board or commission to which they report.

Social Networking- The Office of City Manager will be responsible for monitoring the municipal social networking sites. The Office will respond to public posts no later than 24 hours after the post was made and will make posts on behalf of the municipality concerning community events and public participation results.

PUBLIC PARTICIPATION EVALUATION

The Plan will be formally reviewed on an annual basis. A City official will be responsible for keeping records of the participation efforts and will be responsible for compiling the data and presenting it to the City and public with suggestions for actions. The results should identify strengths and weaknesses and give examples of how to adjust our behavior to better maximize outreach. However, if the plan is implemented as stated, the feedback loop should create a continuous review process that enables City officials to successfully make changes through a consistently improved upon, dynamic process.



BOARD: City Council

MEETING DATE: May 7, 2018

PREPARED: April 19, 2018

AGENDA SUBJECT: Grant Application to Emmet County Local Revenue Sharing Board for Funding the Replacement of Extrication Equipment

RECOMMENDATION: That City Council adopt the enclosed resolution supporting the grant application and authorize staff to submit the application to the Local Revenue Sharing Board

Background The Emmet County Local Revenue Sharing Board (LRSB) is accepting applications from local governmental units for funds to be used for lawful governmental purposes. The Department of Public Safety is proposing to submit a request in the amount of \$9,000 for the replacement of one hydraulic spreader tool (commonly known as the “Jaws of Life”). This tool would replace the current spreader tool that was purchased in 2003 and is now approaching 15 years old. While no concrete data exists on the life expectancy of extrication tools, most firefighting equipment is replaced at approximately 10 years. This is based on the severe conditions in which fire and rescue tools are used.

Vehicles manufactured today differ greatly from vehicles manufactured 15 years ago. Advancements in the auto industry make vehicles much stronger than those manufactured in 2003. Tools made today are better equipped to cut this new high strength steel. The “spreader” that is proposed to be replaced has not experienced any problems or issues, however these tools are truly used in life saving situations and a mechanical failure in the field could have dire consequences.

Statistically most of the vehicular accidents we handle occur on the U.S. 31 corridor and these crashes most often involve drivers that do not reside in the City of Petoskey. Using the Revenue Sharing Grant for this purchase leaves capital money for other purchases that more directly affect the citizens of Petoskey.

Action City Council consider adoption of the enclosed resolution that would support the grant application and authorize staff to submit the grant request.

mb
Enclosure



City of Petoskey

Resolution

WHEREAS, the City of Petoskey operates a Department of Public Safety that provides extrication services not only within the City but along the U.S. 31 corridor to the Emmet County line; and

WHEREAS, the current extrication tools are fifteen (15) years old and should be replaced; and

WHEREAS, the Public Safety Department needs to update their extrication tools to enable them to adequately deal with the high strength steel used in today's vehicles:

NOW, THEREFORE, BE IT RESOLVED, that the City of Petoskey City Council does hereby support and authorizes the submission of this grant application to the Emmet County Local Revenue Sharing Board in the amount of \$9,000 for the purchase of an extrication spreader tool.

State of Michigan }
County of Emmet } SS
City of Petoskey }

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City Council of the City of Petoskey in regular session assembled on the 7th day of May, 2018, and of the whole thereof.

In witness where of, I have here unto set my hand and affirmed the corporate seal of said City this ___ day of May, 2018.

Alan Terry, City Clerk



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 7, 2018

PREPARED: May 3, 2018

AGENDA SUBJECT: Revenue Sharing Board Application – Iron Belle Bear River Bridge

RECOMMENDATION: That the City Council adopt this proposed resolution

Summary Each year the Tribal Gaming Revenue Distribution Board, or Local Revenue Sharing Board, accepts applications for the funding of community projects from governmental entities in the Petoskey area.

City staff is requesting authorization to apply to the Revenue Sharing Board in the amount of \$10,000 for funding towards the Iron Bell Bear River Bridge. The City, along with the North Country Trail, Jordan Valley 45 Chapter, is aggressively capitalizing on funding opportunities for the construction and installation of the bridge, which will connect the Natural Area of North Central Michigan College, to the River Road Sports Complex. In March, the City applied to the Michigan Department of Natural Resources Trust Fund for the construction and installation of the bridge, as it is an item identified in the Parks and Recreation Master Plan and the Capital Improvements Plan. The addition of the bridge would allow the trail users to safely remain on the North Country/Iron Belle trail with minimal reliance on public roads where traffic is present.

Action City Council is being asked to consider and approve a resolution authorizing City staff to submit an application in the amount of \$10,000 toward the construction and installation of the Iron Belle Bear River Bridge.

kk
Enclosure



City of Petoskey

Resolution

WHEREAS, the City of Petoskey with grant funds from the Local Revenue Sharing Board is proposing funding support for construction and installation of the Iron Belle Bear River Bridge; and

WHEREAS, the City of Petoskey has prepared a Proposal Summary for the Local Revenue Sharing Board (Tribal Gaming Revenue Board) requesting \$10,000 in funding assistance for construction and installation of the Iron Belle Bear River Bridge; and

WHEREAS, the Iron Belle Bear River Bridge will increase regional hiking opportunities on the Iron Belle/North Country Trail and will provide a safer route for hikers by routing them off public streets:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council hereby endorses and authorizes the submission of this Proposal Summary and requests that the Local Revenue Sharing Board consider funding for this project.

State of Michigan }
County of Emmet } SS
City of Petoskey }

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City Council of the City of Petoskey in regular session assembled on the ___ day of _____, 2018, and of the whole thereof.

In witness where of, I have here unto set my hand and affirmed the corporate seal of said City this _____ day of _____, 2018.

Alan Terry, City Clerk



BOARD: City Council

MEETING DATE: May 7, 2018 **PREPARED:** May 1, 2018

AGENDA SUBJECT: Resolution to Support Senate Bill 469 and House Bill 5178

RECOMMENDATION: That City Council adopt enclosed resolution

Background Senate Bill 469 introduced by Senator Wayne Schmidt (R 37-Traverse City) and House Bill 5178 introduced by Representative Ben Frederick (R 85-Owosso) which have the same text, would reinstate the availability of residential and commercial tax credits to historic property owners doing rehabilitation work in local historic districts. These potential tax credits would be one of the few preservation funding incentives available for historic rehabilitation projects, especially in residential areas. Great work across the State was accomplished with this incentive before Michigan lost these credits in 2011. The new legislation would bring the tax credits back and create an environment favorable to rehabilitation verses demolition and destruction. The Michigan Historic Preservation Network (MHPN) and the Michigan Downtown Association (MDA) are working to support the passage of these bills as they will be invaluable in protecting sense of place in downtowns and residential districts all across the State. The tax credits also serve as economic development tools that create jobs and protect sustainability.

Communities around the State are being asked to sign resolutions of support for these bills by MHPN and other preservation advocates. At the April 17 DMB meeting, the Board moved to recommend that City Council sign a resolution of support. If Council agrees, the resolution of support would go to Senator Schmidt and to Representative Chatfield, House Tax Policy Committee Chair Jim Tedder, Speaker of the House Tom Leonard, and Governor Rick Snyder. A copy would also go to the MHPN to be put up on their website and Facebook pages.

Downtown Petoskey does not currently have a local historic district protective ordinance in place under PA 169 (1970, as amended), however the creation of a district has been in every Downtown plan for the past 25 years. Although the benefits of creating a district are many, including increased property values, preservation of sense of place, and safer streets and neighborhoods, the addition of a tax credit as an incentive for rehabilitation and preservation will add a financial incentive to the list. Council may also want to consider the benefit to the East Mitchell Street Residential Historic District that is listed on the National Register. If a local district were created for this neighborhood, tax credits that reward appropriate repairs and renovations could also be used by its residents.

Action It is the recommendation of the DMB that City Council approve signing the enclosed resolution.

sb
Enclosure



Resolution No. _____

**A Resolution in Support of the Reinstatement of State Historic Tax Credits
Senate Bill 469/ House Bill 5178**

WHEREAS, the historic buildings, neighborhoods and places in Michigan villages, towns and cities distinguish each community and provide character and a sense of place that contribute significantly to the quality of life and the economic benefits enjoyed in and by each community; and

WHEREAS, the preservation and rehabilitation of historic buildings, places and neighborhoods contributes to the beauty, character, and economic vitality of Michigan communities; and

WHEREAS, the labor-intensive nature of historic rehabilitation creates jobs and investment in local businesses and has been proven to generate more economic activity than equivalent investment in new construction; and

WHEREAS, demolition or destruction of historic buildings creates costs to Michigan and its communities by destroying the often-irreplaceable construction and ornamental materials of each structure and by adding significantly to landfills, whose makeup is estimated to be more than 40 percent building materials and waste; and

WHEREAS, development and redevelopment within established villages, townships and cities is encouraged by Governor Rick Snyder's ten-point program to "Reinvent Michigan" that includes goals to Restore Our Cities, Protect Our Environment, and Create More and Better Jobs; and

WHEREAS, many public policies and financial and lending practices and policies create disincentives or barriers to the preservation, renovation and rehabilitation of historic buildings and resources and create a preferential financial environment for new construction; and

WHEREAS, Michigan has measured the economic impacts of the former Michigan Historic Tax Credit programs between their enactment in 1999 and their elimination in 2011 and seen significant positive direct impacts on the revitalization of neighborhoods and communities, the preservation and creation of affordable and market-rate housing, the creation of skilled local jobs, and the subsequent private investment in areas surrounding tax-credit-driven revitalization projects; and

WHEREAS, each \$1.00 of credit issued leverages \$11.37 in direct economic impact, such that the former Michigan Historic Tax Credit programs during their twelve-year history have leveraged \$251 million in Federal historic tax credits that otherwise would not have returned to Michigan, spurred \$1.46 billion in direct rehabilitation activity, and created 36,000 jobs; and

WHEREAS, the Michigan Legislature is presently considering Senate Bill 469 and House Bill 5178 that would reinstate an up-to-25 percent investment tax credit for owners of historic residential and commercial properties who substantially rehabilitate their properties:

NOW, THEREFORE, BE IT RESOLVED that the Petoskey City Council endorses and supports both Senate Bill 469 and House Bill 5178 and calls upon the Michigan Legislature to pass this important legislation and Governor Snyder to sign it, in order to stimulate appropriate development and redevelopment and protect the historic character and quality of life of our communities; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Michigan Historic Preservation Network.

State of Michigan)
County of Emmet) ss
City of Petoskey)

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City Council of the City of Petoskey on the __ day of _____, 2018, and of the whole thereof.

In witness whereof, I have hereunto set my hand and affixed the corporate seal of said City of Petoskey this _____ day of _____, 2018.

Alan Terry, City Clerk



BOARD: City Council

MEETING DATE: May 7, 2018

PREPARED: May 3, 2018

AGENDA SUBJECT: Discussion and first reading of a proposed ordinance regarding Mobile Food Truck Regulations

RECOMMENDATION: That City Council conduct a first reading

Background At its December 4 meeting, City Council discussed the topic of food truck regulations and requested that the Planning Commission recommend draft regulations that would allow food trucks on private property and would create a trial period for food trucks on public property.

The Commission established a sub-committee to research leading practice and make recommendations on possible regulations. The Committee studied communities that have implemented mobile vending successfully (Traverse City, MI; Hilton Head, SC; Portland, OR; Missoula, MT; Raleigh, NC) and met with local representatives of food trucks and brick-and-mortar establishments. The Committee findings and proposed ordinance language was brought back to the Planning Commission for discussion at its March 15 meeting. To date, there has been no negative feedback provided. Some of the issues researched and discussed include:

- Food trucks can meet a need that restaurants cannot, they diversify our offerings, and they can enhance Petoskey as a destination.
- Location is key – if we want the experiment to be successful, allowing food trucks in heavily pedestrian- oriented, visible locations should be a top priority.
- Trucks are most successful when they are clustered.
- If the trial period will allow food truck licenses on public property, they should be available on a first come, first serve basis rather than on a reservation basis. Putting a maximum on the number of licenses available for public property sites during the trial basis may ease community anxiety.
- A fee structure that gives preferential treatment to local establishments may entice brick and mortar establishments to get into mobile vending, but they are different business models so it may not be enticing enough.
- Given we are now into May, many vendors will already be committed for the 2018 season, so the timeframe of the trial period may need to run through summer 2019.
- Noise could be a concern if placed near residential properties; may want to regulate generator noise levels through application.
- There isn't a need to duplicate existing regulations, but we want to make sure they are accounted for in application (e.g., Health Department, Building Department).
- Downtown parking is a sensitive issue so mobile vending use of public parking should be well controlled as to location, timing and quantity.
- Distance requirements from existing restaurants may lessen some concerns.
- Decide whether the sale of ancillary items, such as t-shirts, should be allowed.

Possible Ordinance Language Based on discussions at the Planning Commission level as well as models studied, business licensing is the chapter of the Code of Ordinances that is recommended to create mobile vending regulations. The Commission identified three public property locations they would recommend based on either the “food desert” or “cool factor” criteria, and suggested a maximum of 12 trucks on public property and unlimited number on private property during the trial period.

- Bayfront Park behind the fire station
- Bayfront Drive east of the ballfield
- Under the Mitchell Street bridge

Action At this time, City Council is being asked to conduct a first reading and discuss the proposed ordinance. If Council agrees to allow food trucks on public property, an additional resolution would be brought forward specifying locations, and the fees would need to be established.

at
Enclosure

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 8 OF THE PETOSKEY CODE OF ORDINANCES, BUSINESSES AND BUSINESS REGULATIONS, CREATING A NEW ARTICLE VIII MOBILE FOOD VENDING

THE CITY OF PETOSKEY ORDAINS THE FOLLOWING ARTICLE BE CREATED:

1. Article VIII Mobile Food Vending

An amendment to Chapter 8 Businesses and Business Regulations that will expire after December 31, 2019. During this trial period, there may be up to twelve (12) licenses issued for designated locations on public property and no limit to the number of licenses that may operate on private property.

Division 1. Generally

Sec. 8-300 Intent.

The intent of this Section is to encourage mobile food vendors that will provide food service options in underserved areas, promote entrepreneurial activity, and increase vibrancy and culture to the City of Petoskey.

Sec. 8-301 Definitions.

- (a) *Mobile food vending* shall mean vending, serving, or offering for sale food and/or beverages from a mobile food vending unit which meets the definition of a food service establishment under Public Act 92 of 2000, which may include the ancillary sales of branded items consistent with the food, such as a tee shirt that bears the name of the organization engaged in mobile food vending.
- (b) *Mobile food vending unit* shall mean any motorized or non-motorized vehicle, trailer, or other device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale.
- (c) *Vendor* shall mean any individual engaged in the business of mobile food vending; if more than one individual is operating a single stand, cart or other means of conveyance, then vendor shall mean all individuals operating such single stand, cart or other means of conveyance.
- (d) *Operate* shall mean all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business.

Sec. 8-302-8-314 Reserved.

Division 2. License

Sec. 8-315 License required.

No vendor shall engage in mobile food vending without a license from the City Clerk authorizing such vending. The City Clerk shall prescribe the form of such licenses and application for such license. All licenses shall be prominently displayed on the mobile food vending unit. No vending through a mobile food vending unit of food and/or other human consumables shall be licensed unless it meets the definition of mobile food vending as defined by this ordinance.

Sec. 8-316 Duration; non-transferability.

Licenses may be issued by the City Clerk that will expire December 31, 2019. Any license issued under this chapter is non-transferable.

Sec. 8-317 Application.

Every vendor desiring to engage in mobile food vending shall make a written application to the City Clerk for a license under this chapter. The applicant shall truthfully state, in full, all information requested by the City Clerk and be accompanied by a fee established by resolution of the City Council. Additionally, the applicant shall provide all documentation, such as insurance, as required by the City.

Sec. 8-318 Fees.

An application for a license under this chapter shall be accompanied by an annual fee in the amount established by resolution of the City Council. There shall be no proration of fees. Fees are non-refundable once a license has been issued by the City Clerk. If operating on non-city property, no fee shall be charged to a business that currently operates a food and/or beverage business in the City. No one shall hire or subcontract such vendors in an attempt to evade the provisions of this chapter.

Sec. 8-319 Requirements.

Any vendor engaging in mobile food vending shall comply with the following requirements:

- (1) Provide appropriate waste receptacles at the site of the unit and remove all litter, debris and other waste attributable to the vendor on a daily basis.
- (2) If operating on city-owned or controlled property, may only locate on such property in locations as established by a resolution adopted by the City Council.
- (3) No vendor may operate on public property within one block of a City-authorized street fair, public festival, farmers market or event being conducted without authorization from the event sponsor.
- (4) No vendor may use flashing or blinking lights or strobe lights; all exterior lights over 60 watts shall contain opaque, hood shields to direct the illumination downward.
- (5) No vendor shall use loud music, amplification devices or "crying out" or any other audible methods to gain attention which causes a disruption or safety hazard as determined by the City.
- (6) Comply with the City's Nuisance Ordinance, Sign Ordinance and all other City ordinances.
- (7) Comply with all applicable federal, state and county regulations.
- (8) May have one portable sign that is six square feet, with no dimension greater than three feet and no height (with legs) greater than four feet, located within three (3) feet of the unit; and under no circumstances shall such sign be placed upon the sidewalk or impede pedestrian and/or vehicle safety.
- (9) The hours of mobile food vending are between 7:00 A.M. and 11:00 P.M. Other restrictions regarding hours of operation may be established by resolution of the City Council.
- (10) No mobile food vending unit may be left unattended for more than two hours; and any mobile food vending unit not in operation shall be removed between the hours of 11:00 P.M. and 7:00 A.M.
- (11) Mobile food vending units shall not utilize any electricity or power without the prior written authorization of the power customer; no power cable or similar device shall be extended across any City street, alley or sidewalk.

Sec. 8-320 Impoundment.

Any equipment associated with food vending that is not in compliance with this chapter and left on public property may be impounded at the owner's expense.

Sec. 8-321 Other licenses.

A license obtained under this chapter shall not relieve any vendor of the responsibility for obtaining any other license, or authorization required by any other ordinance, statute or administrative rule.

Sec. 8-322 Revocation.

The City Clerk shall revoke the license of any vendor engaged in mobile food vending who ceases to meet any requirement of this chapter or violates any other federal, state or local regulation, makes a false statement on their application, or conducts activity in a manner that is adverse to the protection of the public health, safety and welfare.

Immediately upon such revocation, the City Clerk shall provide written notice to the license holder by certified mail to their place of business or residence as indicated on the application. Immediately upon such revocation, the license shall become null and void.

Sec. 8-323 Complaints; appeals.

If a written complaint is filed with the City Clerk alleging a food vendor has violated the provisions of this chapter, the City Clerk shall promptly send a copy of the written complaint to the vendor together with a notice that an investigation will be made as to the truth of the complaint. The vendor shall be invited to respond to the complaint and present evidence and respond to evidence produced by the investigation. If the City Clerk, after reviewing all relevant material, finds the complaint to be supported by a preponderance of the evidence, the complaint shall be certified. If a license is denied or revoked by the City Clerk, or if a written complaint is certified pursuant to this Chapter, the applicant or holder of a license may appeal to and have a hearing before the City Manager. The City Manager shall make a written determination, after presentation by the applicant and investigation by the City Clerk, as to whether or not the grounds for denial, revocation or complaint are true. If the City Manager determines that such grounds are supported by a preponderance of the evidence, the action of City Clerk or filing of the complaint shall be sustained and the applicant may appeal the City Manager's decision to a court of competent jurisdiction.

Sec. 8-324 Violation and Penalty.

A violation of this chapter is responsible for a municipal civil infraction and subject to fines as established by City Council.

2. **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.

3. **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.

4. **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.

5. **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 _____
2018.

John Murphy
Its Mayor

Alan Terry
Its Clerk



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: May 7, 2018

PREPARED: May 3, 2018

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

RECOMMENDATION: That the City Council adopt the proposed resolution

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

sb
Enclosure



City of Petoskey

Resolution

WHEREAS, the City Manager has requested that the City Council recess to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure, at the City Council's regular meeting of May 7, 2018:

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



BOARD: City Council

MEETING DATE: May 7, 2018

PREPARED: April 30, 2018

AGENDA SUBJECT: First reading of two proposed ordinances related to Appendix A – Zoning Ordinance and Chapter 13 Nuisances – International Property Maintenance Code creating an Accommodation Policy under the Federal Fair Housing Amendments Act (FFHA) in the Americans with Disabilities Act (ADA)

RECOMMENDATION: That City Council conduct a first reading of two proposed ordinances

Background At its February 19 meeting, City Council passed a motion to forward a proposed Zoning Ordinance amendment to the Planning Commission for a public hearing. The ordinance amendment would create a new Section 1912 Fair Housing Accommodation Policy under the Federal Fair Housing Act, designating the Zoning Board of Appeals as the body to hear requests for accommodation and establishes the factors under which such requests shall be evaluated. The ordinance includes three highlighted areas in yellow showing additional language that was not included in the February 19 draft ordinance.

The Planning Commission discussed the ordinance language at the March 15 and March 29 meetings, suggested wording changes, and held a public hearing on April 19. There were no public comments provided on the ordinance amendment and after further discussion, the Commission moved to recommend the ordinance to City Council on a 9-0 vote.

When analyzing whether an accommodation is required under the Fair Housing Act, the Supreme Court rules that there are three elements that the City must follow:

1. The accommodation must be reasonable;
2. The City's policy must give handicapped individuals equal opportunity;
3. The accommodation must be necessary.

In addition, enclosed is an amendment to Chapter 13, Article II of the City's Code in order to also allow accommodations under the International Property Maintenance Code ("IPMC").

Action City Council conduct a first reading on the two proposed ordinance amendments.

at
Enclosures



PLANNING COMMISSION

April 19, 2018

A regular Planning Commission meeting was held in the City Hall Council Chambers, Petoskey, Michigan, on Thursday, April 19, 2018. Roll was called at 7:00 P.M. and the following were:

Present: Gary Greenwell, Planning Commission Chairperson
Dana Andrews
Betony Braddock
Dean Burns
James Holmes
Emily Meyerson
Rick Neumann
Cynthia Robson
Eric Yetter

Staff: Amy Tweeten, City Planner
Rob Straebel, City Manager
James Murray, City Attorney
Lisa Denoyer, Administrative Assistant

Others Present: Nick Liebler, 8326 Cedar Creek, Petoskey
David Marvin, DMSS Housing, 924 Baxter Street
David Meikle, 422 East Mitchell Street

Upon motion and support, the minutes of the March 15, 2018 regular meeting were approved 8-0, with Commissioner Andrews abstaining and the minutes of the March 29, 2018 special meeting were approved 7-0, with Commissioners Andrews and Yetter abstaining.

**Public Hearing and Action on Special Condition Use Request
for a Boarding House at 924 Baxter Street**

Staff reviewed the request for a special condition use for a boarding house at 924 Baxter Street, noting the Site Plan Review Standards were provided in the agenda memo, and read aloud the Special Condition Use Standards of Approval (1717):

- a. The special land use type shall be located on a site of adequate size and appropriate location to make it feasible for that particular use to be compatible with surrounding land uses; Reuse of existing structures as employee housing (Boarding House); Standard met.
- b. The special land use shall be designed and located in order to protect, accommodate and enhance natural or manmade features of the site such as topography, vegetation, soils, water features, historic structures and scenic views; Not Applicable.

- c. The special land use shall be located on a site that can accommodate on-site traffic circulation and vehicle storage needs for the particular use. The use shall not be located on a site or arranged in a manner that would create a significant traffic or pedestrian hazard on adjacent roads or walkways; Standard met.
- d. The special land use and its accessory uses and structures shall be located and arranged on the site in a manner allowing for adequate buffering and screening to protect adjacent uses and properties where needed; The property is on the edge of a residential block, but across the street from industrial uses; Standard met.
- e. The scale, bulk, elevation, exterior materials and color of the buildings in the special land use shall be designed to blend with the character of the surrounding land uses and neighborhood. Where the bulk, scale or elevation of such buildings varies greatly from the surrounding structures, greater setbacks may be required; Existing residential structures meet this standard.
- f. The special land use shall not be located where, due to use of particular equipment, or import, storage or production of certain materials, or emission of waste products, it would be a significant hazard to adjacent properties; Not applicable.

Additional Special Condition Use Standards for Boarding Houses in the RM-2 Zoning District:

Boarding houses when located on a parcel of land not less than 7,200 square feet in area with no less than one full bathroom for up to 5 (five) occupants and an additional half-bathroom provided for each additional 2 (two) occupants or full bathroom for each additional 4(four) occupants. Occupancy shall not exceed 6 persons per structure subject further to City licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.

The property is 8,910 square feet and each structure has 1.5 bathrooms, which meets the requirement for the maximum allowable occupants of six (6). There have been no other boarding houses approved within 400 feet; Standard met.

Staff recommended approval with the condition that a dedicated location be provided for trash and recycling totes.

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

David Marvin, DMSS Housing, 924 Baxter Street, commented that there were issues with trash collection last year but they have figured out how to correct the issue and will have separate trash receptacles for each building. He commented that he was not sure how screening the trash bins would work and that a patio would be installed to create a common area for residents.

Commissioner Greenwell asked if there would be a separation between the two buildings and asked staff if there were any major issues last year with tenants.

Mr. Marvin responded that a 4-foot vinyl fence would be installed between the buildings with a 3-foot opening at either end.

Staff responded that there were no other issues aside from trash being placed in the recycling bins and not being picked up for disposal.

There being no further comments from the public, the public hearing was closed.

Commissioner Yetter commented that he felt it was a great use and that it meets the standards for approval.

Commissioner Neumann agreed and asked if both buildings were listed under one parcel to which Mr. Marvin stated they were.

Commissioner Braddock stated that she too agreed that the standards for approval had been met.

Commissioner Andrews asked how many occupants there would be between the two buildings and stated that he felt it was an ideal location and good use of the space and buildings. He then asked if the units would be used strictly for Stafford's employees.

Staff responded that there would be up six occupants per building for a total of 12 occupants.

Mr. Marvin commented that the intent is for use by Stafford's employees during the summer months and to close the buildings during the winter months, but if a need arises, they have and will allow non-employees to stay there. He mentioned a situation this past winter where a mother and her four children had a house fire and needed a place to stay and they allowed them to stay in one of their vacant houses. He also commented that maintaining these properties is expensive and if there is a way to rent them out during the winter months, it helps offset the cost.

Commissioner Greenwell asked if the average timespan of a summer resident was from June to September to which Mr. Marvin commented that their American students generally arrive in mid-May and stay until about the third week in August and the European students generally arrive in mid-May to mid-June and stay until late September.

Commissioner Meyerson commented that the fence dividing the two buildings could be used to help screen the garbage bins.

Mr. Marvin commented that the bins are quite large and he feels it would be best to have them next to the house.

Commissioner Holmes commented that was content with the request.

Commissioner Burns commented that he had no issue with the request.

Commissioner Robson asked if anything would be done with the exterior of the existing sheds, if the fence would be solid or open and if rain barrels would collect storm water from gutters and down spouts.

Mr. Marvin commented that one of the sheds has vinyl siding and the other has tin siding and that not much could be done with them other than painting them or tearing them down but they would prefer to keep them for students to store their bikes, etc., and the fence will have a 3-foot opening at each end to allow students to pass through. He also commented that they have a quote for gutters but that he had not considered rain barrels.

Staff commented that it would be preferred that the garbage cans be moved away from the front of the house.

Mr. Marvin stated that they could certainly try but that the kitchen is closest to the front door and that would be the natural route to go.

Commissioner Andrews made a motion to approve the special condition use as it meets the Special Condition Use Standards of Approval (Section 17.17). Support for the motion was made by Commissioner Neumann.

Commissioner Meyerson asked that the motion be amended to include that the request also meets the Site Plan Performance Standards (Section 17.16(3)) and the Special Condition Use Standards for Boarding Houses in the RM-2 Zoning District.

Commissioners Andrews and Neumann agreed to the amendment and the motion carried 9-0.

**Public Hearing and Action on Proposed Amendments to Article XIX
of the Zoning Ordinance to Create a New Section 1912
Fair Housing Accommodation Policy**

Staff informed the Commission that they had received a revised copy of the proposed amendments with recommendations from the City Attorney and the Planning Commission.

James Murray, City Attorney, informed the Commission that the goal of the new section is to comply with federal law.

Commissioner Robson asked if a response timeframe should be added to the ordinance and if individuals requesting fair housing accommodation usually had a lawyer.

Mr. Murray responded that he did not feel that it was a good idea to include a response timeframe as laws change and it would require that the ordinance be changed every time that the law changed. He also commented that the City has never been asked to grant fair housing accommodations but that an individual requesting such would not be required to have a lawyer.

Commissioner Burns requested that three commas and “or addition to” be removed from the last sentence of Section 2 – Definitions, Individuals with a Disability so that it was easier to understand.

Mr. Murray responded that currently the statute definition includes “using” or “addicted to” and it would be best to be consistent with the law. He also stated that he was okay with removing the commas and is willing to look into the statute but would prefer to be consistent with state and federal laws.

Commissioner Greenwell asked when the Fair Housing Accommodation Policy went into effect.

Mr. Murray commented that it was established in 1988.

Commissioners Andrews commented that the proposed amendments made sense.

Commissioner Neumann commented that he believed the amendments were reasonable.

Commissioner Yetter asked if the process would be put in place with the creation of this new section of the ordinance, to which Mr. Murray responded that it would.

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

No public comments were received and the public hearing was closed at 7:40 P.M.

Commissioner Burns made a motion to recommend the proposed amendments to Article XIX of the Zoning Ordinance to create a new Section 1912 Fair Housing Accommodation Policy to City

Council with recommended changes pursuant to attorney review. Support for the motion was made by Commissioner Robson and the motion carried 9-0.

Site Plan Introduction for 502 Michigan Street

Staff informed the Commission that a site plan for the redevelopment of the Baptist Church at 502 Michigan Street into six dwelling units had been submitted by 484 Benneville, LLC and that the parking requirement for six units is nine spaces, but the Planning Commission can approve up to 20% of the requirement to be met through on-street parking. She then recommended that the Commission postpone action on the site plan until the revision was confirmed by the Zoning Board of Appeals as meeting the conditions of the variance.

Commissioner Meyerson requested that staff review the changes requested by the Zoning Board of Appeals.

Staff explained that as a condition of approval of the height variance request the stair override be moved a minimum of 3-feet. The stairs have been moved to the center of the roof and the elevator has been eliminated to meet the condition of approval.

Commissioner Meyerson asked if the stairwell terminated at the third floor and if the Commission was to review the site plan and parking.

David Meikle, 484 Benneville, LLC, 422 East Mitchell Street, responded that the stairs will now terminate at the third floor and that glass railing will be installed around the rooftop of the building.

Commissioner Yetter asked if the approval of 20% of on-street parking was required or allowable, to which staff responded that the Commission could allow up to 20% of the required parking to be allowed on the street.

Commissioner Robson requested that the Commission see elevations from the north and west sides of the building at their May meeting.

Commissioner Meyerson commented that she had heard from neighbors of this property and they felt it was a good project but also heard concerns regarding construction.

Mr. Meikle commented that he had spoken with the neighbors and was willing to work with them as best he can.

David Marvin asked how long the construction project was expected to last, to which Mr. Meikle responded that it would be approximately 10 to 12 weeks for the exterior.

Commissioners asked about the existing stained windows and siding, how the underground parking would be created, if the driveway from the underground parking was lower than the sidewalk, snow removal from the driveway and if a garage door would be installed.

Mr. Meikle responded that the stained windows will be removed but the brick exterior will remain, the shell of the building will remain and the area beneath will be dredged out to create the parking area, the driveway will be at sidewalk level and will most likely be heated and a garage door will be installed.

Nick Liebler, 8326 Cedar Creek, commented that they have not gone over the specifics for the driveway yet.

Commissioner Greenwell made a motion to postpone action until the May 17 meeting. Support for the motion made by Commissioner Burns and the motion carried 9-0.

Updates

Staff informed the Commission that their mobile vending recommendations were sent to the City Attorney for review and it is hoped that they will be reviewed by City Council at their May 7 meeting.

Staff also informed the Commission that the owners of Crestview Commons are considering amendments to the PUD to possibly allow residential use where the former K-Mart was located.

Commissioners were notified of a climate change summit that will be held at NCMC on May 11 and a green infrastructure training on June 20, both of which would be free and more information would be forwarded when available.

There is continued interest in the Gruler property on Emmet Street as well as the property at 200 East Lake Street.

The ZBA approved a mobile food truck lot at 425 Michigan Street.

Commissioner Meyerson asked how the MDOT meeting went, to which staff responded that the open house at NCMC went well but their presentation scheduled for the April 16 City Council meeting was canceled due to weather conditions.

Commissioner Yetter asked if there were any changes from the review that she presented at the March meeting, to which staff responded that there were none.

The meeting then adjourned at 8:15 P.M.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND APPENDIX A OF THE PETOSKEY CODE OF ORDINANCES, ZONING ORDINANCE ARTICLE XIX

THE PETOSKEY CITY COUNCIL ORDAINS:

1. **Appendix A, Article XIX, Section 1912 of the Petoskey Code of Ordinances is hereby created to read:**

Sec. 1912. Fair Housing Accommodation Policy

1. Purpose.

It is the policy of the City of Petoskey, pursuant to the Federal Fair Housing Act and the Michigan Elliot Larsen Civil Rights Act (hereafter "fair housing laws") to provide individuals with disabilities reasonable accommodation in rules, practices and procedures to ensure equal access to housing and to facilitate the development of housing for individuals with disabilities. This section is intended to provide a procedure for individuals with disabilities and developers of housing for individuals with disabilities to seek relief from the application of zoning regulations, practices and procedures to further the City's compliance with fair housing laws and provide greater opportunities for the development of critically needed housing for individuals with disabilities.

2. Definitions.

For purposes of this section, the following terms shall have the meanings ascribed to them:

Eligible Person: A person who is an individual with a disability, his or her representative, or a developer or provider of housing for individuals with disabilities.

Individual with a Disability: Someone who has a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone with a record of such impairment as defined by the fair housing laws. **Individuals with a disability include those in recovery from drug or alcohol abuse, but such term does not include current illegal use of or addiction to a controlled substance (as defined in 21 U.S.C. § 802).**

Person: An individual, partnership, limited-liability company, corporation or other entity.

Reasonable Accommodation: Providing eligible persons with flexibility in the application of zoning regulations, practices and procedures, or even granting variances from certain requirements, when it is necessary to eliminate barriers to equal housing opportunities.

Request for Reasonable Accommodation: A request by any individual with a disability, his or her representative, a developer or provider of housing for individuals with disabilities, when the application of a zoning regulation, policy, practice or procedure acts as a barrier to fair housing opportunities.

3. Notice of fair housing accommodations policy, assistance available.

- a) Notice of the availability of reasonable accommodation shall be prominently displayed at City Hall, advising the public of the availability of the procedure for eligible individuals. Forms for requesting reasonable accommodation shall be available to the public in the Office of City Planner.
- b) The notice shall indicate that the Office of City Planner will provide an applicant with assistance in filing a request for reasonable accommodation or an appeal from a decision on such request so that the process is accessible.

4. Requests for reasonable accommodation.

- a) The Zoning Board of Appeals shall have the jurisdiction and power to grant a special exception from the non-use requirements of the Zoning Ordinance where necessary to provide reasonable accommodation to allow individuals with disabilities to have reasonable access to housing in the City of Petoskey.
- b) A special exemption is not necessary for state-licensed adult foster care homes to the extent that state law preempts local zoning and may exist legally without the special exception.
- c) An eligible person may request a reasonable accommodation in zoning regulations, practices and procedures.
- d) Requests for reasonable accommodation shall be made in writing, filed in the Office of the City Planner and provide the following information:
 - 1. Name and address of the individual(s) requesting reasonable accommodation;
 - 2. Name and address of the property owner(s) (if different);
 - 3. Address of the property for which accommodation is requested;
 - 4. Evidence that the request is for an individual with a disability under fair housing laws;
 - 5. Description of the requested accommodation and the regulation(s) or procedure for which accommodation is sought;
 - 6. Reason that the requested accommodation may be necessary for the individual(s) with the disability to use and enjoy the dwelling;
 - 7. Evidence that all alternative accommodations and other options have been considered by the applicant;
 - 8. Evidence of whether the property is within 400 feet of another property granted accommodations for use by four (4) or more unrelated persons under this section; and
 - 9. The written consent of the property owner.
- e) Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be

made available for public inspection except as may be required by the Michigan Freedom of Information Act.

- f) A request for reasonable accommodation in regulations, practices and procedures may be filed at any time that the accommodation may be necessary to ensure equal access to housing. A reasonable accommodation does not affect an individual's obligations to comply with other applicable regulations not at issue in the requested accommodation.
- g) Requests for reasonable accommodation shall be reviewed by the Zoning Board of Appeals using the criteria set forth in Subsection (5).
- h) Notice of the application and hearing shall be given in accordance with Section 2006 of the Petoskey Code of Ordinances.

5. Standards of review. The written decision by the Zoning Board of Appeals shall be consistent with fair housing laws and shall take into account the following factors:

- a) Whether the housing, which is the subject of the request for reasonable accommodation, will be used by an individual with disabilities protected under fair housing laws;
- b) Whether the requested accommodation is necessary to make housing available to an individual with disabilities under the fair housing laws;
- c) Whether the requested accommodation would impose an undue financial or administrative burden on the City;
- d) Whether the requested accommodation would require a fundamental alteration in the nature of the City's zoning plan;
- e) Whether there is an alternative accommodation which may provide an equivalent level of benefit to the applicant;

For reasonable accommodations requested by a recovery residence or other group treatment facility, the Zoning Board of Appeals, consistent with fair housing laws, shall also take into account the following additional factors:

- f) Whether the recovery residence is state licensed as a substance use disorder facility;
- g) Whether the recovery residence is a certified member of an established entity that conducts its own inspections and has its own standards for the benefit of occupants, e.g., CARF International, National Alliance for Recovery Residences (NARR) or any equivalent entity having similar requirements for membership;
- h) Whether the property should be managed by a person living on site;
- i) Whether and how the requested accommodation will benefit the people in the program; and

- j) Whether the property is within 400 feet of another property granted accommodations for use by four (4) or more unrelated persons under this section.

6. Written decisions, notice to applicant.

- a) The Zoning Board of Appeals shall issue a decision on a request for reasonable accommodation within 45 days from the date a complete application has been filed with the Office of City Planner and may either grant, grant with modifications or conditions, or deny a request for reasonable accommodation in accordance with the criteria in Subsection 5.
- b) If necessary to reach a determination on the request for reasonable accommodation, the Zoning Board of Appeals may request further information from the applicant consistent with fair housing laws, specifying in detail the information that is required. In the event that a request for additional information is made, the forty-five-day period to issue a decision is stayed until the applicant completely responds to the request.
- c) If the Zoning Board of Appeals fails to render a decision on the request for reasonable accommodation within the 45 days from the date a complete application has been filed with the Office of City Planner, the request shall be deemed granted.
- d) The written decision of the Zoning Board of Appeals shall explain in detail the basis of the decision, including its findings on the criteria set forth in Subsection 5. The decision shall give notice of the applicant's right to appeal and to request reasonable accommodation in the appeals process as set forth below. A copy of the decision shall be provided to the applicant or sent to the applicant by first class mail.
- e) The written decision of the Zoning Board of Appeals shall be final unless an applicant appeals it to the circuit court.

7. Effect of zoning pending a determination. While a request for reasonable accommodation is pending, all zoning regulations, practices and procedures otherwise applicable to the property that is the subject of the request shall remain in full force and effect.

8. Appeals. An applicant may appeal a decision by the Zoning Board of Appeals as provided by statute.

2. 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.

3. 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.

4. 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.

5. 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 _____ 2018.

John Murphy
Its Mayor

Alan Terry
Its Clerk

ORDINANCE NO. _____

AMENDMENT TO INTERNATIONAL PROPERTY MAINTENANCE CODE

AN ORDINANCE TO AMEND CHAPTER 13, ARTICLE II, ENTITLED INTERNATIONAL PROPERTY MAINTENANCE CODE BY ADDING AN ACCOMMODATION POLICY FOR PERSONS WITH DISABILITIES.

THE CITY OF PETOSKEY ORDAINS:

1. Article II of Chapter 13 of the Petoskey Code of Ordinances is hereby amended, in part, to add the following Sections 13-36 and 13-37 as follows:

Section 13-36 Accommodations for Persons with Disabilities

(a) Purpose. It is the policy of the City of Petoskey, pursuant to the Federal Fair Housing Act and the Michigan Elliot Larsen Civil Rights Act (hereafter "fair housing laws") to provide individuals with disabilities reasonable accommodation in rules, practices and procedures to ensure equal access to housing and to facilitate the development of housing for individuals with disabilities. This section is intended to provide a procedure for individuals with disabilities and developers of housing for individuals with disabilities to seek relief from the application of the International Property Maintenance Code to further the City's compliance with fair housing laws and provide greater opportunities for the development of critically needed housing for individuals with disabilities.

(b) Definitions. For purposes of this section, the following terms shall have the meanings ascribed to them:

1. **ELIGIBLE PERSON**

A person who is an individual with a disability, his or her representative, or a developer or provider of housing for individuals with disabilities.

2. **INDIVIDUAL WITH A DISABILITY**

Someone who has a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone with a record of such impairment, but such term does not include current, illegal use of, or addiction to, a controlled substance (as defined in 21 U.S.C. § 802).

3. **PERSON**

An individual, partnership, limited-liability company, corporation or other entity.

4. **REASONABLE ACCOMMODATION**

Providing eligible persons with flexibility in the application of the International Property Maintenance Code, or even granting waivers or variances from certain requirements, when it is necessary to eliminate barriers to equal housing opportunities.

5. **REQUEST FOR REASONABLE ACCOMMODATION**

A request by any individual with a disability, his or her representative, a developer or provider of housing for individuals with disabilities, when the application of a regulation, policy, practice or procedure under the International Property Maintenance Code acts as a barrier to fair housing opportunities.

- (c) Notice of fair housing accommodations policy, assistance available.
 - 1. Notice of the availability of reasonable accommodation shall be prominently displayed at City Hall, advising the public of the availability of the procedure for eligible individuals. Forms for requesting reasonable accommodation shall be available to the public in the Office of the City Planner.
 - 2. The notice shall indicate that the Office of the City Planner will provide an applicant with assistance in filing a request for reasonable accommodation or an appeal from a decision on such request so that the process is accessible.

Section 13-37 Accommodation Procedure

(a) Accommodations for persons with disabilities. Upon a written request of an eligible person (as defined, in Section 13-36(b)), the Code Official (as defined in Section 13-23(b)) may grant an administrative variance from requirements imposed under this Chapter if the Code Official determines that all of the following conditions are met:

- 1. The housing subject to the request for reasonable accommodation will be used by individuals with disabilities protected under fair housing laws;
- 2. The requested accommodation is reasonable and necessary to make housing available to an individual with disabilities as required under the fair housing laws;
- 3. The requested accommodation will not impose an undue financial or administrative burden on the City;
- 4. The requested accommodation will not require a fundamental alteration in the nature of the City's housing program; and
- 5. There are no alternative accommodations which may provide an equivalent level of benefit to the applicant.

(b) Appeals. Any owner or person who is aggrieved by the ruling or decision of the Code Official in any matter relative to an administrative variance or the interpretation or enforcement of any of the provisions of the International Property Maintenance Code may appeal the decision or interpretation to the Zoning Board of Appeals.

(c) Filing. Such appeal must be filed with the Office of the City Planner, in writing, within 30 days of the date of the issuance of the decision or interpretation. An appeal shall not be received if the City has commenced prosecution proceedings pursuant to Section 13-29 through 13-33.

(d) Decision; Zoning Board of Appeals. The appeal shall be decided by the following procedure:

1. The Zoning Board of Appeals shall hold a public hearing to hear evidence of violations from the Code Official and the appellant. The appellant shall attend in person or may be represented by legal counsel.
2. The Zoning Board of Appeals shall render its decision not more than 45 days after the conclusion of the hearing. The failure to decide an appeal within 45 days shall be deemed a denial. The decision of the Zoning Board of Appeals shall include findings of fact and conclusions of law based upon the evidence presented by the Code Official and appellant. Witnesses and other documentary evidence shall be permitted in the proceedings before Zoning Board of Appeals.
3. The Zoning Board of Appeals shall have the authority and jurisdiction to affirm, amend or reverse the decision or interpretation of the Code Official. The Zoning Board of Appeals shall also have the authority and jurisdiction to grant a variance from this article for any requirement if compliance with the requirement imposes undue burden upon the applicant due to unforeseen uses or circumstances or an alternate proposal will satisfy the spirit of the requirements of this chapter. The Zoning Board of Appeals shall not have the authority to grant a variance from any of the requirements of this article unless it determines that the health, welfare, and safety of occupants of the affected property will not be compromised. The Zoning Board of Appeals may not grant a variance from or waive any fees or late charges.

2. In all other respects, the terms and conditions of Chapter 13, Article II shall remain in full force and effect; the terms of which are hereby incorporated by reference.

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

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

Adopted, enacted and ordained by the City of Petoskey City Council this _____ day of _____ 2018.

John Murphy
Its Mayor

Alan Terry
Its Clerk