



## CITY COUNCIL

February 17, 2014

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 - Presentation by Director of Public Safety John Calabrese concerning the Department of Public Safety Honor's Board authorizing awards to Officers and citizens for meritorious service
5. Consent Agenda - Adoption of a proposed resolution that would confirm approval of the following:
  - (a) February 3, 2014 regular session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since February 3, 2014
  - (c) Authorization to contract with Jim Hoffman's Sons, Inc., Petoskey, for planting of trees at various locations throughout the City for \$90,379
6. Appointments - Consideration of appointment to the Downtown Management Board
7. Miscellaneous Public Comments
8. City Manager Updates
9. New Business
  - (a) Discussion of possible Accident Cost Recovery Program
  - (b) Discussion of possible Public Safety millage
10. City Council Comments
11. Adjournment





# City of Petoskey

# Agenda Memo

**BOARD:** City Council

**MEETING DATE:** February 17, 2014

**PREPARED:** February 3, 2014

**AGENDA SUBJECT:** Petoskey Department of Public Safety Honor's Board Presentation

**RECOMMENDATION:** That the City Council hear this presentation

---

---

Background. The Petoskey Department of Public Safety Honor's Board recently authorized awards to Officers and citizens for meritorious service. Director John Calabrese will present the awards to the Officers and citizens for commendable service throughout the community. Director Calabrese will present three sets of awards including Lifesaving, Department Commendations, as well as Citizen Awards.

**Lifesaving**

PSO Fritz (2)  
PSO Haalck (2)  
PSO Troxel  
PSO Kushner  
PSO Mikulski  
Christina Kellogg – Allied EMS

Josh Miller – Allied EMS  
Tina Adams – Allied EMS  
Ryan Slifka – Allied EMS  
Bill Drake – Allied EMS  
Michelle Hitner – Allied EMS  
Lindsey Slifka – Allied EMS

**Department Commendation Awards**

Lt. Weston  
Lt. Rice  
PSO Haalck  
PSO Carlson

PSO Schultz  
Detective Troxel  
Dispatcher Kim Materlski - CCE

**Citizen Awards**

John Edgar Gerdes  
Marty Flynn – Department of Public Works - WWTP  
Todd McMaster  
Lisa Ross





# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** February 17, 2014      **PREPARED:** February 6, 2014

**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 February 3, 2014 regular session City Council meeting;
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since February 3 for contract and vendor claims at \$994,624.20, intergovernmental claims at \$56,092.30, and the February 13 payroll at \$180,776.15 for a total of \$1,231,492.65; and
- (3) Authorization to contract with Jim Hoffman's Sons, Inc., Petoskey, for planting of trees at various locations throughout the City for \$90,379.

sb  
Enclosures





CITY COUNCIL

February 3, 2014

A regular meeting of the City of Petoskey City Council was held in the City Hall City Council Chambers, Petoskey, Michigan, on Monday, February 3, 2014. 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: William Fraser, Mayor  
Kate Marshall, City Councilmember  
John Murphy, City Councilmember  
Grant Dittmar, City Councilmember  
Jeremy Wills, City Councilmember

Absent: None

Also in attendance were City Manager Dan Ralley City Clerk-Treasurer Alan Terry and Director of Public Safety John Calabrese.

Resolution No. 18751  
Approve Consent Agenda Items

Following introduction of the consent agenda for this meeting of February 3, 2014, City Councilmember Wills Wills moved that, seconded by City Councilmember Marshall adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the January 20, 2014 regular-session and January 27, 2014 special-session City Council meeting be and are hereby approved; and

BE IT FURTHER RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since January 20 for contract and vendor claims at \$723,573.84, intergovernmental claims at \$80,293.29, and the January 30 payroll at \$176,703.10, for a total of \$980,570.23 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills, Fraser (5)  
NAYS: None (0)

Hear Public Comment

Mayor Fraser asked for public comment and heard from Fred Liederbach, 414 Jackson Street, concerning the West Mitchell Street bridge sidewalk and that it should be widened. Council informed Mr. Liederbach of an MDOT informational meeting on the US-31 project including the bridge reconstruction Tuesday night at North Central Michigan College for public comments.

Hear City Manager Updates

homes for the first time; and that MDOT is holding a public informational meeting for the US-31 project and Mitchell Street bridge reconstruction tomorrow at 4:30 P.M. at North Central Michigan College.

Mayor Fraser asked for public comments and heard an inquiry and status on the Williams Street parking situation.

Resolution No. 18752 – Approve  
2014 Board of Review Dates

The City Manager reported on snow removal and that issues were continuing to be worked on; that there has been some frozen water lines to homes, with some at

2013 meeting, the Board of Review, in consultation with the City Assessor, recommends the scheduling change in order to provide flexibility for the Board members and City Assessor.

The City Manager then reviewed that the Board of Review typically holds two daytime and one evening meeting in March in order to hear property tax appeals from community residents. At their December

The resolution would authorize the Board of Review to move back, by one day, their initial meeting to the Tuesday following the second Monday in March. The Board of Review currently holds their initial meeting on the second Monday in March. Under the General Property Tax Act (Act 206 of 1893) City Council may authorize such a change by resolution.

If adopted, the Board of Review’s schedule in March 2014 would be as follows:

TUESDAY, MARCH 11, 2014  
9:00 A.M. - 12:00 NOON  
1:00 P.M. to 4:00 P.M.

WEDNESDAY, MARCH 12, 2014  
6:00 P.M. to 9:00 P.M.

THURSDAY, MARCH 13, 2014  
9:00 A.M. to 12:00 Noon  
1:00 P.M. to 4:00 P.M.

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

WHEREAS, the City of Petoskey Board of Review typically holds their initial meeting on the second Monday in March, and

WHEREAS, Under the General Property Tax Act (Act 206 of 1893) the Petoskey City Council may authorize by adoption of a resolution alternative starting dates in March when the Board of Review shall initially meet, and

WHEREAS, by statute the alternative dates shall be the Tuesday or Wednesday following the second Monday of March; and

WHEREAS, the City Assessor, in consultation with the Board of Review, is recommending to City Council that the initial meeting date for the Board of Review be changed to the second Tuesday in March; and

NOW, THEREFORE BE IT RESOLVED that the City of Petoskey City Council does hereby authorize the Board of Review to change its initial meeting date as authorized by Act 206 of 1893:



BE IT FURTHER RESOLVED that the City Assessor is authorized to establish initial meeting dates for the Board of Review consistent with Act 206 of 1893.

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills, Fraser (5)

NAYS: None (0)

General Fund Revenue Discussion

The City Manager reviewed that City Council discussed revenue options at their January 27, 2014 special meeting and was being asked to continue discussion at this meeting on possible revenue options for the General Fund to sustain current level of services. The City Manager reviewed property taxes and how they worked; budget cuts and the need for funds in Public Safety and for deferred maintenance items; and reviewed Bay Harbor Fire Station staffing along with additional staffing for drug enforcement and detective position.

The City Manager reviewed a summary of revenue options as follows:

Option	Mechanism	Notes	Revenue
Property Tax Administration Fee	Council Action. 1% of property tax bill towards costs of assessing, issuing and collecting property taxes.	Provide immediate funds to fill Public Safety Officer position and maintain full-time staffing at Bay Harbor station. Funding towards deferred Park maintenance items.	\$200,000
Headlee Override	Subject to voter approval, restores current millage rate of 7.6707 to charter authorized limit of 10.000 mills.	Council sets millage rates annually. If approved, full 10 mills does not have to be levied.	Additional millage of 2.3293 @ \$450,000,000 TXV produces \$1,048,185 in tax revenue.
Public Safety Millage	Subject to voter approval, provides a dedicated millage for Public Safety services, may include operating and/or capital expenditures.	Similar revenue to Headlee Override option. Less flexible, but possibly more politically acceptable. Council approval of annual levy.	1 Mill \$450,000 1.5 Mills \$675,000 2 Mills \$900,000
Income Tax	Subject to voter approval. City income tax assessed to all residents and any nonresident who works in the City. Income tax rate would be established at an amount not to exceed 1% for residents and .5% for nonresidents.	Will require research to determine estimated revenues from residents and non-residents. Could potentially allow the lowering of local property tax rates.	A payroll of \$200M city-wide with 50% residents and 50% non-residents at the rate of 1% resident and .5% non-resident would produce \$1,500,000 annually.
Accident Recovery Fee	Council Action. Amount billed non-resident's insurance company for cost of Public Safety services incurred in response to accident scene.	Approximately half of crashes in City involve non-residents.	Estimated to be \$50,000 annually
Special Assessment – Public Safety Services	Council Action. Annual special assessment to property owners for public safety equipment and/or operations.	Tax-exempt parcels are exempt. May be difficult to administer annually, with 4,500 notices and invoices.	Similar to Public Safety Millage.

City staff recommended re-instituting the Property Tax Administration fee and requested direction from City Council on additional long-term revenue options necessary to maintain current service levels. Revenue from the Property Tax Administration fee will return those revenues used to cover costs of assessing and administering property taxes on behalf of five other jurisdictions, allowing General Operating tax revenues to go towards General Fund issues.

City Councilmembers reviewed that there is a desire to avoid a crisis by trying to address the issues now; that they understand why City staff wants to implement the 1% fee, but it could have a negative impact on a millage vote; and heard from those in support of fee. Council discussed aspects of a public safety millage; if millage would have to be set every year; that citizens may oppose new tax, while noting there are serious needs in the City that need to be addressed.

Mayor Fraser asked for public comments and heard from those for and against the Property Tax Administration Fee; that increased fees should go to the people for a vote; that efficiency studies could be completed on departments that may provide areas for savings; that City Council has restrained its budgets over the years to reduce costs; that work needs to be done in other areas; heard from supporters of the public safety millage; and heard a comment that the quality of life in Petoskey is better than other communities and citizens have to pay for it if they want to keep it that way.

City Councilmembers commented that it is interesting that no citizens wanted to cut services, but no one wants new taxes either; and mentioned bringing in a consultant who may survey residents to determine their position on these long term issues.

City Councilmember Wills then motioned to, supported by City Councilmember Marshall to adopt the motion to reinstitute the 1% Property Tax Administration fee for the 2014 property tax roll.

Said motion was adopted by the following vote:

AYES: Marshall, Murphy, Wills, Fraser (4)

NAYS: Dittmar (1)

Hear Council Comments

fee is implemented.

Mayor Fraser asked for Council comments and City Councilmember Dittmar commented that he hopes to keep citizen support after Property Tax Administration

There being no further business to come before the City Council, this February 3, 2014, meeting of the City Council adjourned at 8:20 P.M.

W.J. Fraser, Mayor

Dan Ralley, Recording Secretary

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/14	02/05/2014	61726	AIRGAS USA LLC	661-020-142.000	3,830.99
02/14	02/05/2014	61727	ALL-PHASE - MICHIGAN DIVISION	101-266-775.000	132.16
02/14	02/05/2014	61727	ALL-PHASE - MICHIGAN DIVISION	582-547-775.000	180.06
02/14	02/05/2014	61727	ALL-PHASE - MICHIGAN DIVISION	271-540-725.000	153.95
02/14	02/05/2014	61727	ALL-PHASE - MICHIGAN DIVISION	101-770-775.000	30.53
02/14	02/05/2014	61728	ANN ARBOR DISTRICT LIBRARY	271-540-745.000	24.95
02/14	02/05/2014	61729	AT&T LONG DISTANCE	582-595-850.000	2.90
02/14	02/05/2014	61730	ATCHISON PAPER AND SUPPLY	271-540-725.000	93.70
02/14	02/05/2014	61731	BALLARD'S PLUMBING & HEATING	271-540-932.000	429.60
02/14	02/05/2014	61732	BROWN MOTORS INC.	661-540-933.000	194.48
02/14	02/05/2014	61733	BS&A SOFTWARE	101-215-801.000	1,046.00
02/14	02/05/2014	61734	C. C. POWER LLC	582-010-158.000	22,618.28
02/14	02/05/2014	61735	CALIFORNIA CONTRACTORS SUPPLIES INC	101-789-931.000	20.00
02/14	02/05/2014	61735	CALIFORNIA CONTRACTORS SUPPLIES INC	101-770-775.000	92.48
02/14	02/05/2014	61735	CALIFORNIA CONTRACTORS SUPPLIES INC	101-774-775.000	92.49
02/14	02/05/2014	61735	CALIFORNIA CONTRACTORS SUPPLIES INC	101-730-775.000	40.49
02/14	02/05/2014	61735	CALIFORNIA CONTRACTORS SUPPLIES INC	101-773-931.000	20.00
02/14	02/05/2014	61736	CDW GOVERNMENT	271-540-976.000	2,131.84
02/14	02/05/2014	61736	CDW GOVERNMENT	518-539-727.000	27.93
02/14	02/05/2014	61736	CDW GOVERNMENT	101-345-727.000	1,080.51
02/14	02/05/2014	61737	CHARTER COMMUNICATIONS	271-540-801.000	76.12
02/14	02/05/2014	61737	CHARTER COMMUNICATIONS	582-597-850.000	30.70
02/14	02/05/2014	61738	CITY OF HARBOR SPRINGS	101-789-802.000	500.00
02/14	02/05/2014	61739	CONCIERGE PUBLICATIONS	280-540-243.000	50.00
02/14	02/05/2014	61740	CORELOGIC REAL ESTATE TAX SERVICE	701-040-274.000	1,393.19
02/14	02/05/2014	61741	DERRER OIL CO.	661-540-751.000	10,069.12
02/14	02/05/2014	61742	DESIGNBOT CREATIVE	280-739-905.000	206.25
02/14	02/05/2014	61743	DISCOVERY MAP	280-739-881.000	685.00
02/14	02/05/2014	61744	DTE ENERGY	101-266-924.000	2,548.18
02/14	02/05/2014	61744	DTE ENERGY	101-345-920.000	1,986.56
02/14	02/05/2014	61744	DTE ENERGY	101-345-920.100	2,075.91
02/14	02/05/2014	61744	DTE ENERGY	101-265-924.000	1,293.54
02/14	02/05/2014	61744	DTE ENERGY	101-773-924.000	26.87
02/14	02/05/2014	61744	DTE ENERGY	101-770-924.000	725.15
02/14	02/05/2014	61744	DTE ENERGY	101-265-924.000	285.15
02/14	02/05/2014	61744	DTE ENERGY	582-597-924.000	3,517.52
02/14	02/05/2014	61744	DTE ENERGY	592-634-920.000	214.57
02/14	02/05/2014	61744	DTE ENERGY	592-634-920.000	168.76
02/14	02/05/2014	61744	DTE ENERGY	592-690-920.000	1,439.19
02/14	02/05/2014	61744	DTE ENERGY	592-690-920.000	4,570.20
02/14	02/05/2014	61744	DTE ENERGY	271-540-924.000	3,183.25
02/14	02/05/2014	61744	DTE ENERGY	592-699-920.000	26.87
02/14	02/05/2014	61744	DTE ENERGY	592-634-920.000	265.62
02/14	02/05/2014	61744	DTE ENERGY	592-634-920.000	358.75
02/14	02/05/2014	61744	DTE ENERGY	518-539-802.100	249.12
02/14	02/05/2014	61745	DUNCAN SOLUTIONS	518-539-775.000	296.34
02/14	02/05/2014	61745	DUNCAN SOLUTIONS	518-539-802.000	137.51
02/14	02/05/2014	61746	ENGLEBRECHT, ROBERT	101-209-802.000	3,750.00
02/14	02/05/2014	61747	FLETCHER, JEFF	271-540-745.000	26.00
02/14	02/05/2014	61748	FLETCH'S INC.	661-540-933.000	39.12
02/14	02/05/2014	61749	FRIENDS OF MICHIGAN LIBRARIES	271-540-957.000	35.00
02/14	02/05/2014	61750	GIBBY'S GARAGE	661-540-731.000	1,235.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/14	02/05/2014	61750	GIBBY'S GARAGE	661-540-933.000	2,447.50
02/14	02/05/2014	61750	GIBBY'S GARAGE	661-010-158.000	325.00
02/14	02/05/2014	61751	GOODMAN, BECKY	518-539-956.000	301.84
02/14	02/05/2014	61752	GRP ENGINEERING INC.	582-595-802.000	5,474.85
02/14	02/05/2014	61753	HORIZON BOOKS	271-540-752.100	44.00
02/14	02/05/2014	61754	HYDE SERVICES LLC	661-540-931.000	61.74
02/14	02/05/2014	61754	HYDE SERVICES LLC	661-010-158.000	215.44
02/14	02/05/2014	61755	INGRAM LIBRARY SERVICES	271-540-746.000	111.30
02/14	02/05/2014	61755	INGRAM LIBRARY SERVICES	271-540-748.000	328.50
02/14	02/05/2014	61755	INGRAM LIBRARY SERVICES	271-540-745.000	814.97
02/14	02/05/2014	61755	INGRAM LIBRARY SERVICES	271-540-749.000	89.93
02/14	02/05/2014	61756	JOHNSTONE SUPPLY #234	101-770-775.000	45.54
02/14	02/05/2014	61757	JUNIOR LIBRARY GUILD	271-540-746.000	738.00
02/14	02/05/2014	61757	JUNIOR LIBRARY GUILD	271-540-748.000	1,107.00
02/14	02/05/2014	61758	KEVIN'S METER TESTING	582-550-802.000	482.00
02/14	02/05/2014	61759	MANTHEI, KATE	518-539-956.000	20.00
02/14	02/05/2014	61760	MICH. SHIGA SISTER STATE BOARD	101-728-802.000	65.00
02/14	02/05/2014	61761	MICHIGAN DOWNTOWN ASSOCIATION	518-539-956.000	75.00
02/14	02/05/2014	61762	MICHIGAN OFFICEWAYS	271-540-727.000	12.90
02/14	02/05/2014	61763	NATIONAL MAIN STREET CENTER	518-539-956.000	250.00
02/14	02/05/2014	61764	NORTHERN LAKES	101-728-903.000	5,000.00
02/14	02/05/2014	61765	NORTHWEST SERVICES	518-539-802.000	3,041.38
02/14	02/05/2014	61766	PARKMOBILE USA INC.	518-539-802.000	648.90
02/14	02/05/2014	61767	PETOSKEY REGIONAL CHAMBER	101-101-860.000	240.00
02/14	02/05/2014	61768	PRESTON FEATHER	101-770-775.000	19.11
02/14	02/05/2014	61768	PRESTON FEATHER	101-730-775.000	16.19
02/14	02/05/2014	61768	PRESTON FEATHER	101-266-775.000	.72
02/14	02/05/2014	61769	REAL PEOPLE MEDIA	271-540-753.000	120.00
02/14	02/05/2014	61770	SKY'S THE LIMIT INC.	101-215-727.000	65.00
02/14	02/05/2014	61771	SMART APPLE MEDIA	271-540-746.000	325.08
02/14	02/05/2014	61772	STATE OF MI DEPT OF LICENSING	582-081-641.200	166.32
02/14	02/05/2014	61772	STATE OF MI DEPT OF LICENSING	582-081-643.000	3,883.77
02/14	02/05/2014	61772	STATE OF MI DEPT OF LICENSING	582-081-644.000	812.79
02/14	02/05/2014	61772	STATE OF MI DEPT OF LICENSING	582-081-644.100	20.79
02/14	02/05/2014	61773	STATE OF MI. DEPT. OF TREASURY	582-040-228.000	34,407.63
02/14	02/05/2014	61773	STATE OF MI. DEPT. OF TREASURY	701-000-230.300	20,766.29
02/14	02/05/2014	61773	STATE OF MI. DEPT. OF TREASURY	101-087-630.000	254.52
02/14	02/05/2014	61774	SYSCO OF GRAND RAPIDS	101-266-963.000	101.47
02/14	02/05/2014	61774	SYSCO OF GRAND RAPIDS	582-597-932.000	247.96
02/14	02/05/2014	61774	SYSCO OF GRAND RAPIDS	592-685-775.000	201.27
02/14	02/05/2014	61775	TAILOR SHOP, THE	101-345-775.000	12.00
02/14	02/05/2014	61776	THOMPSON, WILLIAM S.	518-539-802.100	1,000.00
02/14	02/05/2014	61777	TRAVERSE MAGAZINE	280-739-905.000	1,645.00
02/14	02/05/2014	61778	TROPHY CASE, THE	271-540-727.000	16.00
02/14	02/05/2014	61778	TROPHY CASE, THE	518-539-802.100	9.00
02/14	02/05/2014	61779	USA BLUE BOOK	592-673-775.000	723.12
02/14	02/05/2014	61780	VAN'S BUSINESS MACHINES	518-539-802.100	240.45
02/14	02/05/2014	61780	VAN'S BUSINESS MACHINES	101-010-158.000	71.13
02/14	02/05/2014	61781	WESTERHOFF, DAVID	271-540-746.000	365.00
02/14	02/05/2014	61782	WESTON WOODS STUDIOS	271-540-750.000	1,584.25
02/14	02/05/2014	61782	WESTON WOODS STUDIOS	271-540-751.000	493.12
02/14	02/05/2014	61783	WINNER'S CIRCLE II	661-540-933.000	48.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/14	02/12/2014	61802	ACH-CHILD SUPPORT	701-000-230.160	1,053.79
02/14	02/12/2014	61803	ACH-EFTPS	701-000-230.100	21,949.73
02/14	02/12/2014	61803	ACH-EFTPS	701-000-230.200	10,843.96
02/14	02/12/2014	61803	ACH-EFTPS	701-000-230.200	10,843.96
02/14	02/12/2014	61803	ACH-EFTPS	701-000-230.200	2,536.13
02/14	02/12/2014	61803	ACH-EFTPS	701-000-230.200	2,536.13
02/14	02/12/2014	61804	ACH-ICMA 457	701-000-230.700	4,869.50
02/14	02/12/2014	61805	ALLMAX SOFTWARE INC.	592-705-727.000	840.00
02/14	02/12/2014	61806	AT&T	101-172-850.000	263.43
02/14	02/12/2014	61806	AT&T	101-201-850.000	140.50
02/14	02/12/2014	61806	AT&T	101-208-850.000	87.81
02/14	02/12/2014	61806	AT&T	101-209-850.000	87.81
02/14	02/12/2014	61806	AT&T	101-215-850.000	70.25
02/14	02/12/2014	61806	AT&T	101-345-850.000	193.18
02/14	02/12/2014	61806	AT&T	101-400-850.000	87.81
02/14	02/12/2014	61806	AT&T	101-774-850.000	105.37
02/14	02/12/2014	61806	AT&T	101-441-850.000	158.06
02/14	02/12/2014	61806	AT&T	204-481-801.000	52.68
02/14	02/12/2014	61806	AT&T	204-481-801.000	52.68
02/14	02/12/2014	61806	AT&T	582-595-850.000	175.62
02/14	02/12/2014	61806	AT&T	582-597-850.000	196.65
02/14	02/12/2014	61806	AT&T	592-634-850.000	100.00
02/14	02/12/2014	61806	AT&T	592-685-850.000	105.37
02/14	02/12/2014	61806	AT&T	592-705-850.000	331.00
02/14	02/12/2014	61806	AT&T	592-699-920.000	113.11
02/14	02/12/2014	61807	BANK OF NEW YORK MELLON, THE	592-711-999.000	30.00
02/14	02/12/2014	61807	BANK OF NEW YORK MELLON, THE	592-710-999.000	120.00
02/14	02/12/2014	61808	BAY HARBOR COMPANY LLC	592-060-367.000	31,680.00
02/14	02/12/2014	61809	BILLTRUST	101-208-803.000	2,680.94
02/14	02/12/2014	61810	BOYNE CITY TIRE & BRAKE	661-540-933.000	185.27
02/14	02/12/2014	61811	CARTER'S IMAGEWEAR & AWARDS	101-770-935.000	162.00
02/14	02/12/2014	61811	CARTER'S IMAGEWEAR & AWARDS	101-770-775.000	45.00
02/14	02/12/2014	61812	CHAR-EM UNITED WAY	701-000-230.800	81.55
02/14	02/12/2014	61813	CHARLEVOIX-EMMET ISD	703-040-234.213	128,107.15
02/14	02/12/2014	61814	CHEMCO PRODUCTS INC.	592-691-663.000	4,491.50
02/14	02/12/2014	61815	CINTAS CORP #729	101-266-802.000	162.92
02/14	02/12/2014	61816	CITY TREAS. FOR GENERAL FUND	703-040-230.213	4,934.53
02/14	02/12/2014	61816	CITY TREAS. FOR GENERAL FUND	703-040-230.213	314.55
02/14	02/12/2014	61816	CITY TREAS. FOR GENERAL FUND	703-040-233.000	1,341.04
02/14	02/12/2014	61816	CITY TREAS. FOR GENERAL FUND	703-040-233.000	11.42
02/14	02/12/2014	61817	CITY TREAS. FOR LIBRARY FUND	703-040-231.213	1,166.97
02/14	02/12/2014	61817	CITY TREAS. FOR LIBRARY FUND	703-040-233.000	42.36
02/14	02/12/2014	61818	CITY TREAS. FOR R.O.W.	703-040-229.213	2,481.81
02/14	02/12/2014	61818	CITY TREAS. FOR R.O.W.	703-040-233.000	90.10
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,562.48
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	101-266-920.000	1,097.01
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,660.11
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	1,105.82
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	101-730-920.000	24.82
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	4,130.46
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	610.35
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	2,331.10

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	202-475-920.000	320.00
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	204-450-920.000	2,600.00
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	271-540-920.000	3,238.80
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	582-597-920.000	1,566.97
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	582-542-920.000	117.82
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	592-634-920.000	7,196.72
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	592-660-920.000	117.82
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	592-690-920.000	14,565.50
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	592-696-920.000	1,280.42
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	518-539-920.000	103.97
02/14	02/12/2014	61819	CITY TREAS. FOR UTILITY BILLS	518-539-802.100	79.35
02/14	02/12/2014	61820	COMMON ANGLE INC.	280-739-905.000	225.00
02/14	02/12/2014	61821	COMPLETE PAINT & SUPPLIES	101-730-775.000	86.00
02/14	02/12/2014	61821	COMPLETE PAINT & SUPPLIES	101-266-932.000	126.32
02/14	02/12/2014	61821	COMPLETE PAINT & SUPPLIES	101-266-775.000	5.99
02/14	02/12/2014	61822	DECKA DIGITAL	101-441-727.000	98.00
02/14	02/12/2014	61822	DECKA DIGITAL	592-685-727.000	98.00
02/14	02/12/2014	61822	DECKA DIGITAL	592-705-727.000	35.00
02/14	02/12/2014	61823	DENOYER, LISA	101-010-158.000	64.58
02/14	02/12/2014	61824	DIXON ENGINEERING INC.	592-672-802.000	6,930.00
02/14	02/12/2014	61825	DUNKEL EXCAVATING, RON	202-479-802.000	17,000.00
02/14	02/12/2014	61825	DUNKEL EXCAVATING, RON	203-479-802.000	7,657.50
02/14	02/12/2014	61825	DUNKEL EXCAVATING, RON	518-539-802.000	6,405.00
02/14	02/12/2014	61826	DUNN'S BUSINESS SOLUTIONS	204-481-727.000	22.51
02/14	02/12/2014	61826	DUNN'S BUSINESS SOLUTIONS	582-595-727.000	22.51
02/14	02/12/2014	61826	DUNN'S BUSINESS SOLUTIONS	582-597-727.000	22.51
02/14	02/12/2014	61826	DUNN'S BUSINESS SOLUTIONS	592-685-727.000	22.51
02/14	02/12/2014	61826	DUNN'S BUSINESS SOLUTIONS	592-705-727.000	22.54
02/14	02/12/2014	61826	DUNN'S BUSINESS SOLUTIONS	661-540-727.000	22.51
02/14	02/12/2014	61826	DUNN'S BUSINESS SOLUTIONS	101-010-158.000	81.02
02/14	02/12/2014	61827	EMMET COUNTY TREASURER	703-040-222.213	3,119.99
02/14	02/12/2014	61827	EMMET COUNTY TREASURER	703-040-228.213	3,859.81
02/14	02/12/2014	61827	EMMET COUNTY TREASURER	703-040-222.213	23,028.95
02/14	02/12/2014	61827	EMMET COUNTY TREASURER	703-040-222.213	11,513.37
02/14	02/12/2014	61827	EMMET COUNTY TREASURER	703-040-233.000	113.27
02/14	02/12/2014	61827	EMMET COUNTY TREASURER	703-040-233.000	140.12
02/14	02/12/2014	61828	ETNA SUPPLY	582-550-775.000	2,210.00
02/14	02/12/2014	61828	ETNA SUPPLY	592-010-111.000	789.00
02/14	02/12/2014	61829	FASTENAL COMPANY	582-547-775.000	29.64
02/14	02/12/2014	61829	FASTENAL COMPANY	661-540-931.000	214.44
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-172-860.000	31.24
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-172-802.000	70.00
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	271-540-727.000	505.75
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	271-540-958.000	51.64
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	271-540-745.000	33.44
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	271-540-749.000	11.69
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	271-540-860.000	32.03
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	271-540-752.100	265.99
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	271-540-752.000	47.98
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	271-080-658.000	13.37-
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	661-020-142.000	476.04
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	582-595-730.000	37.07

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-345-775.000	3.17
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-345-957.000	25.00
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-345-976.000	789.00
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	661-540-933.000	10.04
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-266-775.000	1,499.98
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-770-775.000	50.05
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-774-956.000	200.00
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-770-956.000	897.81
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-770-976.000	299.00
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-201-727.000	59.54
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-010-158.000	66.50
02/14	02/12/2014	61830	FIRST NATIONAL BANK OMAHA	101-010-158.000	285.00
02/14	02/12/2014	61831	GIBSON EXCAVATING LLC	592-675-802.000	2,335.00
02/14	02/12/2014	61832	GO COMPUTER SUPPLIES	101-215-727.000	74.00
02/14	02/12/2014	61832	GO COMPUTER SUPPLIES	101-201-727.000	79.00
02/14	02/12/2014	61832	GO COMPUTER SUPPLIES	101-209-727.000	75.00
02/14	02/12/2014	61832	GO COMPUTER SUPPLIES	101-773-726.000	46.95
02/14	02/12/2014	61832	GO COMPUTER SUPPLIES	101-770-727.000	93.90
02/14	02/12/2014	61832	GO COMPUTER SUPPLIES	101-789-727.000	46.95
02/14	02/12/2014	61832	GO COMPUTER SUPPLIES	101-774-727.000	46.95
02/14	02/12/2014	61832	GO COMPUTER SUPPLIES	592-705-727.000	429.24
02/14	02/12/2014	61833	GOODMAN, BECKY	518-539-956.000	19.35
02/14	02/12/2014	61833	GOODMAN, BECKY	518-539-802.100	9.99
02/14	02/12/2014	61833	GOODMAN, BECKY	280-540-243.000	242.11
02/14	02/12/2014	61834	GREAT LAKES PIPE & SUPPLY	101-770-775.000	6.86
02/14	02/12/2014	61834	GREAT LAKES PIPE & SUPPLY	101-266-775.000	122.65
02/14	02/12/2014	61835	GREENWOOD CEMETERY BOARD	703-040-238.213	21,646.24
02/14	02/12/2014	61836	GRULER'S FARM SUPPLY INC.	204-481-935.000	19.50
02/14	02/12/2014	61836	GRULER'S FARM SUPPLY INC.	661-540-725.000	9.75
02/14	02/12/2014	61836	GRULER'S FARM SUPPLY INC.	592-705-725.000	9.74
02/14	02/12/2014	61836	GRULER'S FARM SUPPLY INC.	592-693-775.000	62.94
02/14	02/12/2014	61837	HALEY'S PLUMBING & HEATING	592-693-802.000	617.38
02/14	02/12/2014	61837	HALEY'S PLUMBING & HEATING	101-770-802.000	272.00
02/14	02/12/2014	61838	HUBBELL ROTH & CLARK INC.	592-685-802.000	582.55
02/14	02/12/2014	61839	JAKEWAY, JOHN	203-479-802.000	168.00
02/14	02/12/2014	61840	KEZ RECREATIONAL PRODUCTS INC.	101-774-753.000	606.00
02/14	02/12/2014	61841	K-MART CORPORATION	101-770-975.200	165.18
02/14	02/12/2014	61841	K-MART CORPORATION	101-770-975.200	45.33
02/14	02/12/2014	61842	LET ME SKI INC.	101-774-753.100	3,523.50
02/14	02/12/2014	61843	LITTLEFIELD TOWNSHIP	701-040-274.000	3,209.33
02/14	02/12/2014	61844	MC SPORTS	101-770-975.200	52.11
02/14	02/12/2014	61845	MCCARDEL WATER CONDITIONING	518-539-802.100	7.00
02/14	02/12/2014	61846	MEYER ACE HARDWARE	101-770-775.000	246.18
02/14	02/12/2014	61846	MEYER ACE HARDWARE	101-266-775.000	46.75
02/14	02/12/2014	61846	MEYER ACE HARDWARE	101-345-775.000	65.05
02/14	02/12/2014	61846	MEYER ACE HARDWARE	518-539-775.000	23.53
02/14	02/12/2014	61846	MEYER ACE HARDWARE	582-547-775.000	4.98
02/14	02/12/2014	61846	MEYER ACE HARDWARE	592-693-775.000	93.90
02/14	02/12/2014	61846	MEYER ACE HARDWARE	592-675-775.000	13.99
02/14	02/12/2014	61846	MEYER ACE HARDWARE	592-630-775.000	20.99
02/14	02/12/2014	61846	MEYER ACE HARDWARE	661-540-933.000	17.96
02/14	02/12/2014	61846	MEYER ACE HARDWARE	661-540-931.000	28.58

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/14	02/12/2014	61846	MEYER ACE HARDWARE	101-010-158.000	5.68-
02/14	02/12/2014	61846	MEYER ACE HARDWARE	518-539-802.100	31.96
02/14	02/12/2014	61846	MEYER ACE HARDWARE	518-539-775.000	4,586.40
02/14	02/12/2014	61847	MICH. PUBLIC POWER AGENCY	582-540-759.000	299,789.07
02/14	02/12/2014	61848	MILLER, BEN	101-774-753.030	150.00
02/14	02/12/2014	61849	MILLER, GREG	101-774-753.030	50.00
02/14	02/12/2014	61850	MURRAY, ANNE	101-774-753.090	1,522.80
02/14	02/12/2014	61851	NORTH CENTRAL MICH. COLLEGE	703-040-235.213	51,171.33
02/14	02/12/2014	61851	NORTH CENTRAL MICH. COLLEGE	703-040-235.213	45,970.97
02/14	02/12/2014	61851	NORTH CENTRAL MICH. COLLEGE	703-040-235.213	12,337.37
02/14	02/12/2014	61852	NORTHERN FIRE & SAFETY	101-345-775.000	192.50
02/14	02/12/2014	61853	NORTHWEST SERVICES	518-539-802.000	4,798.50
02/14	02/12/2014	61854	PEPSI-COLA	582-595-775.000	314.17
02/14	02/12/2014	61855	PETOSKEY PUBLIC SCHOOLS	703-040-236.213	10,841.86
02/14	02/12/2014	61855	PETOSKEY PUBLIC SCHOOLS	703-040-237.213	1,209.37
02/14	02/12/2014	61855	PETOSKEY PUBLIC SCHOOLS	703-040-237.213	848.66
02/14	02/12/2014	61855	PETOSKEY PUBLIC SCHOOLS	703-040-237.213	270.16
02/14	02/12/2014	61855	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	390.42
02/14	02/12/2014	61855	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	43.91
02/14	02/12/2014	61855	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	30.82
02/14	02/12/2014	61855	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	9.80
02/14	02/12/2014	61856	POLICE AND FIREMEN'S INSURANCE	701-000-230.185	412.97
02/14	02/12/2014	61857	POLICE OFFICERS LABOR COUNCIL	701-000-230.400	620.75
02/14	02/12/2014	61858	RC'S HOCKEY SHOP AND APPAREL	101-770-976.000	2,200.00
02/14	02/12/2014	61859	REID FURNITURE COMPANY	518-539-977.000	625.00
02/14	02/12/2014	61860	RELIABLE RACING SUPPLY INC.	101-770-975.200	79.59
02/14	02/12/2014	61861	ROBINSON, LEWIS	101-774-753.030	50.00
02/14	02/12/2014	61862	ROOT MECHANICAL LLC	592-697-802.000	1,320.00
02/14	02/12/2014	61862	ROOT MECHANICAL LLC	592-700-802.000	1,320.00
02/14	02/12/2014	61863	S & S WELDING	101-345-805.000	90.00
02/14	02/12/2014	61863	S & S WELDING	101-266-802.000	584.80
02/14	02/12/2014	61863	S & S WELDING	202-479-802.000	125.00
02/14	02/12/2014	61863	S & S WELDING	204-449-802.000	12,855.00
02/14	02/12/2014	61863	S & S WELDING	271-540-801.000	86.00
02/14	02/12/2014	61863	S & S WELDING	518-539-802.000	860.00
02/14	02/12/2014	61863	S & S WELDING	582-597-932.000	189.20
02/14	02/12/2014	61864	SMITH, EDWARD J	101-774-753.030	200.00
02/14	02/12/2014	61865	SPARTAN DISTRIBUTORS INC.	661-010-158.000	168.43
02/14	02/12/2014	61866	STAPLES ADVANTAGE	101-266-775.000	11.99
02/14	02/12/2014	61866	STAPLES ADVANTAGE	101-228-727.000	21.90
02/14	02/12/2014	61866	STAPLES ADVANTAGE	101-770-727.000	100.98
02/14	02/12/2014	61866	STAPLES ADVANTAGE	101-201-727.000	28.92
02/14	02/12/2014	61866	STAPLES ADVANTAGE	101-345-727.000	107.38
02/14	02/12/2014	61866	STAPLES ADVANTAGE	101-215-727.000	28.62
02/14	02/12/2014	61866	STAPLES ADVANTAGE	101-441-727.000	145.15
02/14	02/12/2014	61866	STAPLES ADVANTAGE	592-705-727.000	77.93
02/14	02/12/2014	61866	STAPLES ADVANTAGE	101-010-158.000	852.36
02/14	02/12/2014	61867	SURA, MATT	101-774-753.030	150.00
02/14	02/12/2014	61868	TEAMSTERS LOCAL #214	701-000-230.400	871.00
02/14	02/12/2014	61869	TELE-RAD INC.	661-540-933.000	569.50
02/14	02/12/2014	61869	TELE-RAD INC.	661-020-140.000	4,688.78
02/14	02/12/2014	61869	TELE-RAD INC.	101-345-931.000	335.67



GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/14	02/12/2014	61869	TELE-RAD INC.	101-345-775.000	26.00-
02/14	02/12/2014	61870	TROPHY CASE, THE	101-345-775.000	152.00
02/14	02/12/2014	61870	TROPHY CASE, THE	518-539-775.000	9.00
02/14	02/12/2014	61870	TROPHY CASE, THE	101-770-975.200	268.00
02/14	02/12/2014	61871	UPS STORE, THE	592-692-801.000	118.44
02/14	02/12/2014	61872	USA BLUE BOOK	592-705-779.000	311.74
02/14	02/12/2014	61872	USA BLUE BOOK	592-693-775.000	150.00-
02/14	02/12/2014	61872	USA BLUE BOOK	592-692-775.000	730.64
02/14	02/12/2014	61873	WADE TRIM OPERATIONS SERVICES	101-208-802.000	8,000.00
02/14	02/12/2014	61874	WESTON, CHRIS	101-774-753.030	100.00
02/14	02/12/2014	61875	WITTE, CHARLES	592-693-802.000	5,794.00
Grand Totals:					<u>1,049,304.97</u>

## Report Criteria:

Check.Date = 02/05/2014-02/14/2014

Check Number	Date	Name	GL Account	Amount
61784	02/05/2014	FISHER, KERRY	582081643000	120.00
61785	02/05/2014	HORNIMAN, GERALD	582040285000	5.43
61786	02/05/2014	KING, RUTH	582040285000	28.78
61787	02/05/2014	LENAU, TIFFANY	582040285000	62.43
61788	02/05/2014	MACKINAC ENV. TECH. INC.	582040285000	21.47
61789	02/05/2014	MATTHEW, TREVOR	582040285000	16.96
61790	02/05/2014	MCGUINNESS, NICK	582040285000	64.10
61791	02/05/2014	MILNE, RONALD	582040285000	14.02
61792	02/05/2014	MUIRHEAD, ALLISON	582040285000	9.36
61793	02/05/2014	OSTERBERG, PAUL	582081643000	178.60
61794	02/05/2014	PIFFER, MELISSA	582040285000	33.52
61795	02/05/2014	ROSE, WILLIAM	582040285000	39.02
61796	02/05/2014	RUSSELL, ROBERT	582081643000	124.66
61797	02/05/2014	SOUTHWOOD, TOBI	582040285000	27.03
61798	02/05/2014	STEPHENS, DANIEL & DELPINE	582040285000	300.00
61798	02/05/2014	STEPHENS, DANIEL & DELPINE	582081643000	168.30
61799	02/05/2014	VANDREMEL, KALI	582081643000	4.76
61800	02/05/2014	WOOD, CHASITY	101087634000	150.00
61801	02/05/2014	WORTINGER, MARY JO	582081643000	31.48
61876	02/12/2014	HAMPTON DETAIL	582040285000	11.61
Grand Totals:				<u>1,411.53</u>



**BOARD:** City Council

**MEETING DATE:** February 17, 2014      **DATE PREPARED:** January 30, 2014

**AGENDA SUBJECT:** Tree-Planting Contract

**RECOMMENDATION:** That the City Council authorize contracting with Jim Hoffman’s Sons, Inc., Petoskey, Michigan

Background. The City's 2014 Annual Budget again included monies for planting of trees and shrubs within street improvement project areas, park grant project areas, City street green lawn areas and public space as new and/or replacement trees. These plantings are part of a forestry program that also includes trimming, maintenance and removal of City owned trees.

Procedure. Specifications were prepared that called for various quantities and sizes of 22 species/varieties of trees identified as Downtown Greenway Corridor trees/irrigation and street trees for a total of 468 trees and shrubs to be planted. Unit prices could be used to increase or decrease amount of trees to be planted.

Specifications, Bids. Departments of Parks and Recreation and Public Works staffs prepared bid specifications, based upon various state and national tree planting standards which included planting, maintenance requirement and defined tree warranty replacement periods. Contractors were also required to provide hourly prices for equipment and labor, and unit prices for seed, mulch, sod, and topsoil placement, should these services be needed to repair City greenlawns or park turf. The proposal was formally advertised in the Petoskey News Review and placed on the City’s website on January 6, 2014; 10 firms were sent invitations to bid; and five bid packets were received, four of which were accepted as complete. Bids were received and opened on January 29, 2014.

Bidder	Category I	Category II	Category III	Total
Jim Hoffman's Sons, Inc. Petoskey, Michigan	\$56,109.00	\$ 3,495.00	\$30,775.00	\$ 90,379.00
Robinson's Landscaping & Nursery Boyne City, Michigan	\$57,885.00	\$ 3,598.00	\$30,900.00	\$ 92,383.00
Louis A. Hoffman Nursery, Inc. Harbor Springs, Michigan	\$63,017.00	\$ 3,598.00	\$32,555.00	\$ 99,170.00
Mike's Landscaping Davison, Michigan	\$75,329.00	\$ 4,598.00	\$32,395.00	\$112,322.00

Review & Recommendation. City staff, upon review, recommends that Jim Hoffman’s Sons, Inc., Petoskey, Michigan, the successful low bidder, be considered for award of the contract, pending Michigan Department of Natural Resources’ approval, in the amount of \$90,379.00. Therefore, the City Manager will ask that a contract be offered this firm, with the ability to extend unit prices.





# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** February 17, 2014

**PREPARED:** February 6, 2014

**AGENDA SUBJECT:** Appointment Recommendation

**RECOMMENDATION:** That the City Council consider this appointment

---

The City Council will be asked to consider the following appointment (individual application enclosed):

- DOWNTOWN MANAGEMENT BOARD – Appointment of Jason Keiswetter, 804 East Lake Street, for a two-year term ending December 2016.

sb  
Enclosure



# City of Petoskey

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

RECEIVED

FEB 10 2014

CITY OF PETOSKEY  
CITY MANAGER

MD

## Application to Serve on a Board or Commission

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

■ Name	Keiswetter	Jason	B	■ Date	2	7	2014
	Last	First	Initial				
■ Residence Address	804	E. Lake St	Petoskey	MI	49770	■ Home Phone	
	Number	Street	City	State	Zip		
■ Email Address	jkeiswetter@petoskeyplastics.com				■ Work Phone	231	347
						2602	

Please attach a paragraph that states your interest in serving on a Board or Commission and describe any special experiences or attributes you possess that make you qualified to serve.

- How many continuous years have you lived in Petoskey? 3 years
- Are you a registered voter? Yes
- Have you previously served on a Board or Commission or been elected to office in Petoskey? No  
In another community? No  
If yes, please provide where you served, the position held, and explain your experience: \_\_\_\_\_
- Are you currently in default of taxes or fines to the City of Petoskey? NO
- Have you ever been convicted of a felony? NO  
Please explain: \_\_\_\_\_

Applicant Signature: [Signature] Date: 2-7-2014

Thank you for taking the time to complete this application. The people who serve on the City's Boards and Commissions perform a valuable service to the City. I will contact you if a vacancy arises on a Board or Commission in which you have an interest.

William J. Fraser  
Mayor

Please return your completed application to:  
City of Petoskey  
Attn: City Manager's Office  
101 East Lake Street  
Petoskey, MI 49770

As a resident and business owner in downtown Petoskey, it is in my best interest to volunteer my time and help assist in the overall success of our community. Therefore, I am submitting an application to serve on the Downtown Management Board. Having grown up in Petoskey, I have a genuine interest to protect our town, as the gem that we have learned to appreciate, and to which it has been recognized with national acclaim. More than 20 years ago I moved away only to return. I am here to work in my family business and to raise my children. After living outside of our community for many years and having traveled extensively, I believe I can bring ideas and opportunities that, with the help and collaboration of existing community leaders, will make our Petoskey a better place to visit and to live.

Thank you for your consideration.

Jason B. Keiswetter







**BOARD:** City Council

**MEETING DATE:** February 17, 2014

**PREPARED:** February 12, 2014

**AGENDA SUBJECT:** Accident Cost Recovery

**RECOMMENDATION:** Discuss and Give Direction to City Staff

---

Summary. At the February 3, 2014 City Council meeting, following discussion about various revenue options for general operations, City Council indicated that they wanted further discussion about an accident cost recovery program. Accident recovery fees are designed to reimburse the City for the cost of accident responses for accidents that are caused by non-residents. Of the 450 automobile accidents that the Department of Public Safety responds to on an annual basis, almost half are caused by non-residents. It is estimated that an accident recovery program could recover between \$40,000 and \$50,000 in costs associated with these non-resident at-fault accidents.

Background. Under Act 33 of 1951, as amended in 1990, the legislative body of a municipality in Michigan may authorize by ordinance the collection of fees for emergency police, fire, or ambulance services. In recent years, billing for the ambulance transport of patients has become a standard practice among governmental entities that operate ambulance services, including Allied EMS. In these instances, in addition to funding support from tax dollars to ensure the basic availability of ambulance services to residents, user fees are also assessed to the insurance carrier of the individual patient.

The use of accident recovery fees for police and fire departments across Michigan is more limited. Currently fourteen different police and fire departments in Michigan utilize an accident recovery fee program. Additionally, there is a lower overall rate of collection from insurance providers for costs incurred by police and fire services. In 2010, when the City first looked at the option of imposing Accident Recovery Fees, the collection rate was approximately 50%, and today the collection rate is approximately 30%.

Structure. Typically, a cost structure is established for each piece of equipment within a department along with a standard personnel rate. For fire equipment, the basic response cost is approximately \$500 per vehicle, plus manpower costs to respond to an accident. Lesser equipment rates could be established for police vehicles and equipment. The City would have control over who is charged for accident costs, and individuals are not typically billed, only insurance companies. Further, victims in accidents are not charged for services, only persons who are found to be at-fault in an accident. The City can establish a policy that residents and taxpayers are not charged for accident recovery costs.

Process. Under State statute, a cost recovery program must be established by an ordinance of City Council (draft enclosed). Separately, via Resolution, City Council can establish individual policies for the administration of the cost recovery program, which would likely be administered through a third party.

Recommendation. City Council should discuss the merits of an accident recovery program and give direction to City staff on whether to prepare an ordinance and associated policy resolution for Council consideration at a future meeting.



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

**AN ORDINANCE ESTABLISHING AND IMPLEMENTING A PROGRAM TO RECOVER SERVICE FEES FOR THE DEPLOYMENT OF PUBLIC SAFETY SERVICES RENDERED BY THE CITY OF \_\_\_\_\_ FOR EMERGENCY RESPONSE INCLUDING, BUT NOT LIMITED TO; MOTOR VEHICLE RESPONSE (*Additional services may be added here. Such as Gas Line Repair, Utility Co. Wait Time, illegal burn, hunter rescue, Structure Fires, HazMat, False Alarms, Water Rescue, etc.*) SERVICES THAT ARE BEYOND CORE GOVERNMENTAL SERVICES AND ARE OUTSIDE THE PRIMARY FUNCTION AND SCOPE OF BASIC CRIMINAL PROTECTION, INVESTIGATION AND FIRE SUPPRESSION.**

**WHEREAS**, Emergency Safety Services Department service run activity to vehicular accidents continues to increase each year; new Home Security regulations, such as biological training and equipment, etc., will create increased demands on all operational areas of the Safety Services Department's services; and,

**WHEREAS**, the Safety Services Department have investigated different methods to maintain a high level of quality of Safety Services emergency services throughout times of constantly increasing service demands, where maintaining an effective response by the Safety Services Departments decreases the insurance companies costs by saving lives and minimizing property damage by fire; and,

**WHEREAS**, raising the real property tax to meet the increase in service demands would be unfair to the property owners, when an increasing number of the Motor Vehicular Accidents (MVA) are caused by individuals not owning property or paying property taxes in the jurisdiction of the Safety Service Departments; and the ability of the Safety Services Departments to effectively respond decreases the liability of the insurance companies by saving lives and minimizing vehicular damage by fire; and,

**WHEREAS**, the City Council desires to implement a fair and equitable procedure by which to collect said MVA fees and shall establish a billing system in accordance with State and Federal laws, regulations and guidelines; Now, Therefore,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF \_\_\_\_\_,**  
**\_\_\_\_\_:**

**SECTION 1.** The City of \_\_\_\_\_'s Safety Services Departments shall initiate service fees for the delivery of Safety Services Department services, personnel, supplies and equipment to the scene of motor vehicle accidents. The rate of the service fees shall be that which is the usual, customary and reasonable costs (UCR), which includes any services, personnel, supplies and equipment and may vary based on the actual costs of the individual accident.

**SECTION 2.** The service fees shall be charged to the responsible or "at-fault" driver, initially filed to their motor vehicle insurance, representing an add-on-cost of the claim for negligent driving damages of the vehicles, property and/or injuries. The claim costs shall be filed to the insurance company, the owner of a vehicle, owner of property, or other responsible parties.

**SECTION 3.** The City Manager and/or Finance Director may make rules or regulations, and from time-to-time may amend, revoke or add rules and regulations, relating to this Section as they may deem necessary or expedient in respect to billing for these fees or the collection thereof.

**SECTION 4.** All amounts collected as a result of this Ordinance shall be placed into a fund as established by the Finance Director to be used exclusively for personnel, supplies and equipment for the Safety Services Departments.

**SECTION 5.** It is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, and the Codified Ordinances of the City of \_\_\_\_\_, \_\_\_\_\_.

**SECTION 6.** This Ordinance shall take effect at the earliest time permitted by law.

Passed: \_\_\_\_\_, Council President

Approved: \_\_\_\_\_, City Manager

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:  
\_\_\_\_\_  
, Clerk

*I, \_\_\_\_\_, Clerk of the City of \_\_\_\_\_, does hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the \_\_\_\_\_, a newspaper of general circulation in the City of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_; and I further certify the compliance with the Codified Ordinances of the City of \_\_\_\_\_ and the laws of the State of \_\_\_\_\_ pertaining to Public Meetings.*

\_\_\_\_\_  
, Clerk



**BOARD:** City Council

**MEETING DATE:** February 17, 2014                      **PREPARED:** February 12, 2014

**AGENDA SUBJECT:** Public Safety Millage

**RECOMMENDATION:** Discuss and Give Direction to City Staff

---

Summary. At the February 3, 2014 City Council meeting, following discussion about various revenue options for the City's general operations, including the Department of Public Safety, City Council indicated an interest in further discussion about a possible Public Safety millage. During presentations at a January 27, 2014 special City Council meeting, staff outlined approximately \$1.85M in fire equipment replacement needs, and discussed the effects of staff cutbacks, which have left two Public Safety Officer positions vacant following retirements.

Background. Since 2010 the City of Petoskey has lost 20% of its taxable value, reducing total annual tax revenues by more than \$1M across all tax millages. Although real estate valuations now appear to have stopped declining, under State laws that cap the annual growth rate in tax revenue, this loss of tax revenue is essentially permanent. The City's general operations millage, which funds Public Safety and Parks, has been reduced by nearly \$600,000 annually, which has directly impacted the ability to fund Public Safety and adequately plan for fire equipment replacement.

Millage Option. At the February 3<sup>rd</sup> meeting, City Council discussed several potential funding options including a Headlee override for the General Operations millage and the establishment of a local income tax. Although each revenue option has merit, a targeted funding request for Public Safety, which must be approved by the voters, was tentatively seen as having a higher probability of passage. Additionally, in examining other Michigan communities that have attempted Public Safety millages, it was noted that a millage that has a "sun set" to it for a determined period of time, possibly 5 to 6 years, may improve the chance of passage.

If a millage option was pursued, it seems likely that a request of two mills or less over a period of five to six years would be sufficient to provide needed funding for equipment replacement and the restoration of full staffing levels within the Public Safety department. Two mills would generate approximately \$900,000 annually, which, if split between capital costs and personnel, would allow the City to fund the deferred replacement of approximately \$1.85M in fire vehicles and associated equipment over a period of five years, and also fund up to three staff positions annually. A request of this amount may also allow the building of some reserves for future vehicle replacements beyond the five year period. A renewal of this tax millage for a lesser amount may be required at the end of this initial period in order to continue covering operational expenses funded by a portion of the Public Safety millage.

Citizen Committee. As part of this process, Council could consider whether the establishment of a citizen committee would benefit a possible millage campaign. This committee would take into consideration the full extent of the City's General Fund fiscal picture, including the City's fiscal history and accompanying trends, to projections for the future. As part of this review, the committee would be charged with developing and bringing to City Council a set of viable options that can help put the City on a path to long-term sustainability.

Survey. The City may also benefit from a survey of residents that would gauge community support for different funding options. City staff received a proposal from Cobalt Community Research, a 501(c)3 based in Lansing that would survey community residents to gauge support for budget priorities, potential millage initiatives, and communication preferences. Cobalt has worked with other Michigan municipalities in advance of millage requests to evaluate resident support for different funding and communication options. Utilizing the City's utility bills to reduce postage costs, such a survey would cost approximately \$7000 and would include a summary report of the results and a presentation to City Council. Such a survey could be completed in approximately 60-90 days.