



**CITY COUNCIL**

November 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. Public Hearing
  - (a) Receipt of comments concerning a proposed special-assessment roll that would spread costs of downtown-area programs and services during 2015, as requested by the Downtown Management Board, and consideration of a resolution that would confirm the proposed special-assessment roll
  - (b) Receipt of comments concerning the City's proposed 2015 Annual Budget and the property-tax-millage rates and appropriations as recommended for the 2015 fiscal year
5. Consent Agenda - Adoption of a proposed resolution that would confirm approval of the following:
  - (a) November 3, 2014 regular session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since November 3, 2014
6. Miscellaneous Public Comments
7. City Manager Updates
8. Old Business – Further consideration and possible adoption of the City's proposed recommended 2015 Annual Budget
9. New Business – Adoption of a proposed resolution that would authorize implementation of the 1% Property Tax Administration Fee
10. City Council Comments
11. Closed Session - Adoption of a proposed resolution that would authorize to recess to a closed session pursuant to Section 8(c) of the Open Meetings Act for discussion connected with the negotiation of a collective bargaining agreement
12. Adjournment



**BOARD:** City Council

**MEETING DATE:** November 17, 2014

**DATE PREPARED:** November 11, 2014

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

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

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Background. On November 3 City Council decided to conduct a public hearing on November 17 to consider imposing special assessments against eligible, non-residential, downtown-area properties. This action follows the annual request of the Downtown Management Board that a special assessment be used to raise revenues that would be sufficient to offset costs of the Management Board's routine programs and services for 2015. If, after conducting the public hearing on November 17, the City Council decided that it wished to proceed with levying these proposed special assessments, the City Council then could adopt a resolution that would direct the City staff to spread assessments and to invoice affected property owners.

Process. As required of City Code provisions, the City Council on October 6 acknowledged receipt of a September 29 report by the Acting City Manager that had outlined the Downtown Management Board's request. The City Council then confirmed that all costs of proposed programs and services would be offset by special assessments, designated the Management Board's territory as the assessment district, approved the recommended assessment formula for notice purposes, and set an October 20 public hearing to receive comments concerning proposed programs and services. After the October 20 public hearing, the City Council directed that an assessment roll be prepared for its review on November 3, after which the roll was accepted and ordered placed on file. A second public hearing was set for November 17 to receive comments concerning proposed special assessments.

Action. Enclosed is a proposed special-assessment roll, based upon the Downtown Management Board's recommended assessment formula of \$0.16 per square foot of usable, first-floor space within eligible, non-residential buildings located in the Management Board's territory as the assessment district; \$0.04 per square foot of usable space on floors other than first floors; and \$0.05 per square foot of area on vacant, buildable lots. No comments concerning the proposed roll have been received. If the City Council wishes to proceed with this special assessment, enclosed is a proposed resolution that would confirm the City Council's approval of the proposed roll and would direct the City staff to certify the roll, spread assessments accordingly, and invoice property owners within 30 days.

sb  
Enclosures



WHEREAS, the City Council on October 6, 2014, reviewed a report of September 29, 2014, that had been prepared by the City Manager that listed programs and services that had been proposed to be provided property owners and tenants within the Downtown Management Board's territory along with the proposed special-assessment roll that could be implemented to finance such programs and services;

WHEREAS, following that review, the City Council conducted a public hearing on October 20, 2014, to receive comments concerning recommended programs and services as proposed to be provided by the Downtown Management Board as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, after having received no comments at its October 20 public hearing, the City Council then approved the programs and services as had been recommended by the Downtown Management Board, as well as approved the costs for such programs and services that had been estimated by the Downtown Management Board; and

WHEREAS, in addition to approving proposed downtown programs and services and costs of such programs and services, the City Council directed the City staff to prepare a special-assessment roll in accordance with the City Council's approval of recommended programs and services and costs of such programs and services for presentation to the City Council on November 3, 2014; and

WHEREAS, after receiving a proposed special-assessment roll, the City Council accepted the assessment roll, ordered that it be placed on file with the City staff and made available for inspection by the public, scheduled a public hearing for November 17, 2014, to receive comments concerning the proposed special-assessment roll, and directed the City staff to publish a notice of the November 17, 2014 public hearing and to notify potentially affected property owners of said hearing; and

WHEREAS, the City Council conducted its November 17 public hearing and is satisfied with the assessment roll as prepared by the City staff and believes that assessments are in proportion to benefits to be received:

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

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

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

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT**

AREA AND COST PER FLOOR

STREET	FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		VACANT LAND		TOTAL COST
	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
Bay Street	28,772	\$ 4,603.52	13,330	\$ 533.20	5,417	\$ 216.68	-	\$ -	3,240	\$ 129.60	-	\$ -	\$ 5,483.00
Division Street	-	-	-	-	-	-	-	-	-	-	-	-	-
Howard Street	70,662	11,305.92	24,347	973.88	-	-	-	-	20,554	822.16	-	-	13,101.96
Lake Street	91,979	14,716.64	54,346	2,173.84	8,273	330.92	-	-	46,480	1,859.20	10,941	547.05	19,627.65
Lewis Street	15,360	2,457.60	12,590	503.60	12,590	503.60	3,922	156.88	8,711	348.44	-	-	3,970.12
Michigan Street	24,493	3,918.88	300	12.00	-	-	-	-	-	-	-	-	3,930.88
Mitchell Street	173,474	27,755.84	60,764	2,430.56	15,500	620.00	-	-	81,601	3,264.04	32,823	1,641.15	35,711.59
Park Avenue	7,024	1,123.84	2,128	85.12	-	-	-	-	4,939	197.56	-	-	1,406.52
Petoskey Street	22,309	3,569.44	3,672	146.88	3,672	146.88	-	-	3,314	132.56	43,764	2,188.20	6,183.96
Rose Street	4,428	708.48	3,608	144.32	-	-	-	-	-	-	-	-	852.80
Waukazoo Street	6,791	1,086.56	2,462	98.48	-	-	-	-	-	-	-	-	1,185.04
<b>TOTALS</b>	<b>445,292</b>	<b>\$ 71,246.72</b>	<b>177,547</b>	<b>\$ 7,101.88</b>	<b>45,452</b>	<b>\$ 1,818.08</b>	<b>3,922</b>	<b>\$ 156.88</b>	<b>168,839</b>	<b>\$ 6,753.56</b>	<b>87,528</b>	<b>\$ 4,376.40</b>	<b>\$ 91,453.52</b>

	Rate
First Floor	\$0.16
Non-First floor	\$0.04
Unimproved	\$0.05

effective 09/30/14

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
BAY STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-001	CITY OF PETOSKEY	BAY STREET											
06-226-002	CITY OF PETOSKEY	BAY STREET											
06-226-003	SHAFER BAY LTD., LC	322 BAY STREET	5,893	\$ 942.88	3,086	\$ 123.44							\$ 1,066.32
06-200-011	MCGRAW, VAUGHN & HARRIETT T	319 BAY STREET	1,476	\$ 236.16									236.16
06-200-006	WINE GUYS HOLDINGS, LLC	321 BAY STREET	1,763	\$ 282.08	1,433	57.32							339.40
06-200-007	KONZIELA, PAUL TRUST	327 BAY STREET	2,176	\$ 348.16									348.16
06-200-008	LONGTON HALL ANTIQUES	329 BAY STREET	1,112	\$ 177.92	556	22.24							200.16
06-200-009	331 BAY STREET, LLC	331 BAY STREET (HOWARD STREET)	1,228	\$ 196.48	888	35.52							232.00
05-101-017	NATIONAL CITY BANK	401 BAY STREET (HOWARD STREET)	3,436	\$ 549.76	930	37.20					1,209	\$ 48.36	635.32
05-101-062	TIP OF MIT WATERSHED	426 BAY STREET (PARK AVENUE)	2,590	\$ 414.40	1,020	40.80							455.20
05-104-101	BANK OF NORTHERN MICHIGAN	406 BAY STREET	5,190	\$ 830.40	5,417	216.68	5,417	\$ 216.68					1,263.76
05-105-101	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 1	802	\$ 128.32									128.32
05-105-102	ANDREW & KATHLEEN BULTMAN	400 BAY STREET, UNIT 2	1,354	\$ 216.64							744	29.76	246.40
05-105-103	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 3	1,752	\$ 280.32							1,287	51.48	331.80
TOTALS			28,772	\$ 4,603.52	13,330	\$ 533.20	5,417	\$ 216.68	0.00	\$ -	3,240	\$ 129.60	\$ 5,483.00

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
DIVISION STREET**

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

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
HOWARD STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-067	CRC HOLDINGS LLC	107 HOWARD STREET	3,780	\$ 604.80									\$ 604.80
05-101-011	SELDEN CARS, LLC	113 HOWARD STREET	1,306	208.96	852	\$ 34.08							243.04
05-101-015	117 HOWARD STREET, LLC	117 HOWARD STREET	2,280	364.80	788	\$ 31.52							396.32
05-101-022	ORAHAM, WALT/GENEVA TRUST	203 HOWARD STREET	4,786	765.76									765.76
05-101-024	HOWARD PROPERTY PARTNERS	209 HOWARD STREET	1,630	260.80	756	30.24							291.04
05-101-025	PHILLIPS, JUDY L. TRUST	215 HOWARD STREET	1,500	240.00	1,500	60.00							300.00
05-101-059	SYMONS, CHANDLER/LYNN TRUS	217 HOWARD STREET	900	144.00									144.00
05-101-036	SECOND EDITION INVEST. CO.	303 HOWARD STREET (EAST LAKE STREET)	1,425	228.00	1,425	57.00							285.00
05-101-047	SHANDERS LLC	307 HOWARD STREET	2,057	329.12									329.12
05-101-049	LAKE HOWARD LLC	309 HOWARD STREET (PARK AVENUE)	1,114	178.24	1,114	44.56							222.80
05-101-050	VIGNEAU, PAUL	311 HOWARD STREET (PARK AVENUE)	1,857	297.12	897	35.88							333.00
-----	CITY OF PETOSKEY	CHAMBER OF COMMERCE											
05-151-001	SEL WAYS, LLC	411 HOWARD STREET	2,886	461.76									461.76
05-151-008	MUNSON, THOMAS	415 HOWARD STREET	1,560	249.60									249.60
05-151-010	BOWE, JOHN	417 HOWARD STREET	3,666	586.56									586.56
05-151-012	421 HOWARD ST LLC	421 HOWARD STREET	1,881	300.96									300.96
06-226-041	R S F HOLDINGS	200 HOWARD STREET	5,247	839.52									839.52
06-226-042	SECOND-HALF PRODUCTIONS	206 HOWARD STREET	1,903	304.48							1,903	\$ 76.12	380.60

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
HOWARD STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-006	T.J.B. PROPERTY HOLDINGS LLC	208 HOWARD STREET	1,755	\$ 280.80									\$ 280.80
06-226-007	CHENEY, JOHN T. & POLLY W.	210 HOWARD STREET	2,888	462.08							2,888	\$ 115.52	577.60
06-226-019	WJ & C, LLC	216 HOWARD STREET	2,400	384.00									384.00
06-226-027	NORTHWESTERN BANK	300 HOWARD STREET (LAKE STREET)	1,975	316.00							1,964	78.56	394.56
06-226-028	ANDREWS PROPERTIES LLC	306 HOWARD STREET	1,250	200.00	1,250	\$ 50.00							250.00
06-226-030	HOWARD PROPERTY PARTNERS	308 HOWARD STREET	1,165	186.40	1,165	46.60							233.00
06-226-031	KROLL, BARBARA J.	310 HOWARD STREET	2,500	400.00	2,500	100.00							500.00
06-226-037	MANTHEI, CORA TRUST	314 HOWARD STREET	5,000	800.00	5,000	200.00					4,832	193.28	1,193.28
06-226-040	BANK ONE	324 HOWARD STREET (MITCHELL STREET)	7,100	1,136.00	7,100	284.00					7,100	284.00	1,704.00
06-277-054	NCCS PROPERTIES LLC	410 HOWARD STREET	1,867	298.72							1,867	74.68	373.40
06-277-021	STAHL, WAYNE & DIANE	418 HOWARD STREET (MICHIGAN STREET)	2,984	477.44									477.44
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND										
			AREA	COST									
05-151-015	EV INVESTMENTS LLC	425 HOWARD STREET	PARKING LOT										
TOTALS			70,662	\$ 11,305.92	24,347	\$ 973.88	-	\$ -	-	\$ -	20,554	\$ 822.16	\$ 13,101.96



**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LAKE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-227-015	MORRIS, ROBIN	215 EAST LAKE STREET	5,212	\$ 833.92	686	\$ 27.44					4,176	\$ 167.04	\$ 1,028.40
06-226-008	SHORTER, MARIETTA TRUST	301 EAST LAKE STREET (PETOSKEY STREET)	3,325	532.00	3,325	133.00					1,325	53.00	718.00
06-226-009	M.E.M. PROPERTIES	305 EAST LAKE STREET	1,850	296.00							1,750	70.00	366.00
06-225-101	LONGFIELD FARM LTD PARTNER	307 EAST LAKE ST, UNIT 1	2,030	324.80							2,346	93.84	418.64
06-225-102	MAGER PETOSKEY LTD PARTNEF	307 EAST LAKE ST, UNIT 2	2,084	333.44							1,681	67.24	400.68
06-226-012	SHORTER PROPERTIES, LLC	311 EAST LAKE STREET	1,238	198.08	1,238	49.52					1,238	49.52	297.12
06-226-013	TESKA, MICHAEL & LINDA	313 EAST LAKE STREET	675	108.00									108.00
06-226-014	WARD, DONALD & JENNIFER TRU	315 EAST LAKE STREET	1,225	196.00									196.00
06-226-015	SUMMERHILL ESTATES, LLC	317 EAST LAKE STREET	2,075	332.00	1,775	71.00							403.00
06-226-016	NORWOOD GROUP, LLC	319 EAST LAKE STREET	2,000	320.00							5,020	200.80	520.80
06-226-017	321 EAST LAKE STREET, LLC	321 EAST LAKE STREET	4,050	648.00	4,050	162.00							810.00
06-226-018	SPLASH PROPERTIES, LLC	325 EAST LAKE STREET	4,000	640.00	4,000	160.00					4,000	160.00	960.00
06-226-020	WJ & C, LLC	329-331 EAST LAKE ST. (HOWARD STREET)	4,065	650.40	4,065	162.60	4,065	162.60			3,911	156.44	1,132.04
06-226-021	SCOTT, JOHN F & KAYE S.	306 EAST LAKE STREET (PETOSKEY STREET)	5,323	851.68	625	25.00							876.68
06-226-022	HAAS, THERESA	312 EAST LAKE STREET	2,295	367.20	1,275	51.00							418.20
06-226-023	ROBINSON, GEORGE & BARBARA	314 EAST LAKE STREET	2,015	322.40									322.40
06-226-024	HOWARD PROPERTY PARTNERS	316 EAST LAKE ST.	4,603	736.48	3,843	153.72							890.20
06-226-025	PHILLIPS, JUDY L. TRUST	320 EAST LAKE STREET	3,344	535.04	1,500	60.00							595.04

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LAKE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST	
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT			
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST		
06-226-026	PHILLIPS, JUDY L. TRUST	322-340 EAST LAKE ST.	12,002	\$ 1,920.32	10,355	\$ 414.20					2,550	\$ 102.00	\$ 2,436.52	
05-101-035	SYMONS, CHANDLER T JR TRUST	401 EAST LAKE STREET (HOWARD STREET)	1,590	254.40	1,590	63.60					1,590	63.60	381.60	
05-101-058	CIPIO LLC	403 EAST LAKE STREET	1,500	240.00	1,500	60.00					1,500	60.00	360.00	
05-101-027	MASONIC ASSOCIATION	405 EAST LAKE STREET	4,208	673.28	4,208	168.32	4,208	168.32			2,800	112.00	1,121.92	
05-101-028	NORTH HARBOR GROUP, LLC	409 EAST LAKE STREET	1,945	311.20	975	39.00					1,945	77.80	428.00	
05-101-029	AMERICAN SPOON FOODS INC	411 EAST LAKE ST. (PARK AVENUE)	3,568	570.88									570.88	
05-101-031	EMMET-PETOSKEY B.A.	321 ELK AVENUE												
05-101-037	SECOND EDITION INVEST. CO.	406 EAST LAKE STREET	3,611	577.76	3,611	144.44							722.20	
05-101-040	WINE GUYS HOLDINGS LLC	432 EAST LAKE STREET	7,434	1,189.44	3,175	127.00					7,411	296.44	1,612.88	
05-101-041	SASS INVESTMENT CO	434 EAST LAKE STREET	1,475	236.00									236.00	
05-101-042	438 INVESTMENT CO LLC	438 EAST LAKE STREET	3,237	517.92	2,550	102.00					3,237	129.48	749.40	
05-101-043	CITY OF PETOSKEY	EAST LAKE STREET												
05-101-044	CITY OF PETOSKEY	EAST LAKE STREET												
05-101-045	EMMET COUNTY	454-456 EAST LAKE ST.												
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND											
			AREA	COST										
06-223-001	LCA PROPERTIES LLC	200 EAST LAKE STREET	10,941	\$ 547.05										547.05
TOTALS			91,979	\$ 14,716.64	54,346	\$ 2,173.84	8,273	\$ 330.92	-	\$ -	46,480	\$ 1,859.20	\$ 19,627.65	

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LEWIS STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-060	MS LODGING LLC	100 LEWIS STREET (ROSE & BAY STREETS)	15,360	\$ 2,457.60	12,590	\$ 503.60	12,590	\$ 503.60	3,922	\$ 156.88	8,711	\$ 348.44	\$ 3,970.12

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MICHIGAN STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-277-022	CITY OF PETOSKEY	MICHIGAN STREET (PETOSKEY STREET)											
06-277-019	CITY OF PETOSKEY	MICHIGAN STREET											
06-277-020	CITY OF PETOSKEY	MICHIGAN STREET											
05-151-011	VANTREESE, JERRY & LINDA	411 MICHIGAN STREET	2,400	\$ 384.00									\$ 384.00
05-151-002	EV INVESTMENT	407 MICHIGAN STREET	10,428	1,668.48									1,668.48
05-151-003	BURRELL, JACKLYN	413 MICHIGAN STREET	4,318	690.88									690.88
05-151-004	BLDG AUTH CITY OF PETOSKEY	417 MICHIGAN STREET											
05-151-005	M DAVERN, P FOCHTMAN TRUST	425 MICHIGAN STREET	5,816	930.56									930.56
05-151-006	CITY OF PETOSKEY	MICHIGAN STREET											
05-151-013	BLUEWATER INVESTMENT GROUF	445 MICHIGAN	1,531	244.96	300	12.00						-	256.96
TOTALS			24,493	\$ 3,918.88	300	\$ 12.00	-	\$ -	-	\$ -	-	\$ -	\$ 3,930.88

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-038	MARY LOU FRANKHOUSER	301 EAST MITCHELL ST. (PETOSKEY STREET)	3,120	\$ 499.20									\$ 499.20
06-226-039	REID, JAMES III	307 EAST MITCHELL	6,141	982.56	5,808	232.32					5,696	227.84	1,442.72
06-226-033	NORTHERN MICHIGAN REVIEW	311 EAST MITCHELL	6,308	1,009.28	5,390	215.60					5,390	215.60	1,440.48
06-226-034	PAUL KRECKE	317 EAST MITCHELL ST.	5,050	808.00	-	-							808.00
06-226-043	HERMAN, VICTOR TRUST	319 EAST MITCHELL ST.	5,050	808.00									808.00
06-226-044	DUSE, MARNIE	323 EAST MITCHELL ST.	1,700	272.00							1,625	65.00	337.00
06-277-001	BETTY SMITH FARLEY	202 EAST MITCHELL ST. (EMMET STREET)	2,640	422.40									422.40
06-277-003	GRAIN TRAIN NATURAL FOOD CO	220 EAST MITCHELL ST.	6,571	1,051.36									1,051.36
06-277-050	MIGHTY FINE PIZZA & DELI	222 EAST MITCHELL ST.	480	76.80									76.80
06-277-004	C4 HOLDINGS, LLC	224 EAST MITCHELL (PETOSKEY STREET)	3,388	542.08	3,482	139.28							681.36
06-277-052	FIFTH THIRD BANK	300 EAST MITCHELL ST. (PETOSKEY STREET)	10,181	1,628.96	5,529	221.16					10,181	407.24	2,257.36
06-277-007	KOSCH PROPERTIES LLC	316 EAST MITCHELL ST.	6,640	1,062.40	4,410	176.40	4,410	176.40			4,410	176.40	1,591.60
06-277-008	PHILLIPS, JUDY L TRUST	320 EAST MITCHELL ST.	1,750	280.00									280.00
06-277-009	PETOSKEY LAND & CATTLE CO	322 EAST MITCHELL ST.	3,375	540.00	1,890	75.60							615.60
06-277-010	PETOSKEY RE LLC	324 EAST MITCHELL ST.	1,684	269.44									269.44
06-277-053	CLOTHES POST	326 EAST MITCHELL ST.	2,935	469.60							2,625	105.00	574.60
06-277-013	PETOSKEY COMMUNITY CORP.	330 EAST MITCHELL ST. (HOWARD STREET)	2,734	437.44	2,734	109.36							546.80

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-039	GEMINI LAND CO.	421 EAST MITCHELL ST. (EAST LAKE STREET)	8,250	\$ 1,320.00							8,250	\$ 330.00	\$ 1,650.00
05-101-051	NORCOR LLC	427 EAST MITCHELL	2,839	454.24									454.24
05-101-057	PETOSKEY LAND & CATTLE CO LL	435 EAST MITCHELL ST.	6,495	1,039.20	4,623	184.92							1,224.12
05-101-052	PETOSKEY LAND & CATTLE CO	441 EAST MITCHELL ST.	6,892	1,102.72									1,102.72
05-101-053	PETOSKEY LAND & CATTLE CO	443 EAST MITCHELL	13,800	2,208.00							9,660	386.40	2,594.40
05-101-054	CITY OF PETOSKEY	451 EAST MITCHELL ST.											
05-101-055	CROOKED TREE ART COUNCIL	461 EAST MITCHELL ST. (DIVISION STREET)	9,432	1,509.12	700	28.00	-	-	-		9,952	398.08	1,935.20
05-100-001	J. C. PENNEY CO. #703-9	408 EAST MITCHELL ST. (HOWARD STREET)	10,108	1,617.28	10,108	404.32					10,108	404.32	2,425.92
05-100-148	SKOP, DAVID & RUTH	416 EAST MITCHELL ST.	8,466	1,354.56							5,814	232.56	1,587.12
05-100-004	420 E. MITCHELL, LLC	418 EAST MITCHELL ST.	5,390	862.40	5,390	215.60	5,390	215.60			5,390	215.60	1,509.20
05-100-005	484 BENNEVILLE LLC	422 EAST MITCHELL ST.	5,700	912.00	5,700	228.00	5,700	228.00					1,368.00
05-100-006	ROCHON, LAWRENCE & ELAINE	426 EAST MITCHELL ST.	2,500	400.00									400.00
05-100-007	ROCHON ELAINE TRUST	430 EAST MITCHELL ST.	2,500	400.00							2,500	100.00	500.00
05-100-008	SMITH, RICHARD	434 EAST MITCHELL ST.	5,000	800.00	5,000	200.00							1,000.00
05-100-009	REDDING, CHRISTOPHER M.	436 EAST MITCHELL ST.	2,500	400.00									400.00
05-100-010	PETOSKEY LAND & CATTLE CO	438 EAST MITCHELL ST.	2,375	380.00									380.00

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-100-011	PETOSKEY LAND & CATTLE CO	440 EAST MITCHELL ST.	2,825	\$ 452.00									\$ 452.00
05-100-012	PETOSKEY LAND & CATTLE CO	442 EAST MITCHELL ST.	2,650	424.00									424.00
05-100-013	LENAU TIFFANY	444 EAST MITCHELL ST.	1,625	260.00									260.00
05-100-014	PETOSKEY LAND & CATTLE CO	446 EAST MITCHELL ST. (WAUKAZOO AVENUE)	4,380	700.80									700.80
			VACANT LAND										
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA	COST									TOTAL COST
06-223-003	LCA ENTERPRISES LLC	207 EAST MITCHELL ST. (EMMET STREET)	10,941	\$ 547.05									547.05
06-223-004	LCA ENTERPRISES LLC	211 EAST MITCHELL ST.	10,941	547.05									547.05
06-277-002	BLDG AUTH CITY OF PETOSKEY	212 EAST MITCHELL ST.											
06-223-002	LCA ENTERPRISES LLC	221 EAST MITCHELL ST.	10,941	547.05									547.05
			<u>32,823</u>	<u>\$ 1,641.15</u>									
TOTALS			<u>173,474</u>	<u>\$ 27,755.84</u>	<u>60,764</u>	<u>\$ 2,430.56</u>	<u>15,500</u>	<u>\$ 620.00</u>	<u>-</u>	<u>-</u>	<u>81,601</u>	<u>\$ 3,264.04</u>	<u>\$ 35,711.59</u>

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
PARK AVENUE**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-030	WILLIAM & TAMMY THOMPSON	216 PARK AVENUE	2,901	\$ 464.16							2,861	\$ 114.44	\$ 578.60
05-101-033	PETOSKEY LAND & CATTLE LLC.	222 PARK AVENUE	1,188	190.08							1,188	47.52	237.60
05-101-034	PETOSKEY LAND & CATTLE, LLC	224 PARK AVENUE	807	129.12							890	35.60	164.72
05-101-038	APPLE PIE PROPERTIES, LLC	300 PARK AVENUE (EAST LAKE STREET)	1,268	202.88	1,268	\$ 50.72							253.60
05-101-063	CIPIO LLC	214 PARK AVE	860	137.60	860	34.40							172.00
TOTALS			7,024	\$ 1,123.84	2,128	\$ 85.12	-	\$ -	-	\$ -	4,939	\$ 197.56	\$ 1,406.52



**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
PETOSKEY STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-032	REID, JAMES III	313 PETOSKEY STREET	676	\$ 108.16									\$ 108.16
06-277-018	CITY OF PETOSKEY	PETOSKEY STREET											
06-277-022	CITY OF PETOSKEY	PETOSKEY STREET (MICHIGAN STREET)											
06-226-045	BEAR RIVER REALTY LLC	1 PETOSKEY STREET	3,672	587.52	3,672	\$ 146.88	3,672	\$ 146.88					881.28
06-277-015	HARRIS, DANIEL & AMY	410 PETOSKEY STREET	2,262	361.92									361.92
06-227-001	LAMBERT, MICHAEL T & HELEN T	202 PETOSKEY STREET	4,024	643.84									643.84
06-227-004	MOELLERING CORMICAN MOELLE	214 PETOSKEY STREET (EAST LAKE STREET)	3,285	525.60							3,314	\$ 132.56	658.16
06-277-017	REED, PAUL W & KATHLEEN A	414 PETOSKEY STREET	2,010	321.60									321.60
06-278-005	ALM, MARIE C TRUST	418 PETOSKEY STREET	1,128	180.48									180.48
06-278-008	HARRIS PROFESSIONAL PROPER	424 PETOSKEY STREET (MICHIGAN STREET)	1,820	291.20									291.20
06-226-029	BEIER FAMILY REAL ESTATE CO.,	309 PETOSKEY STREET	3,432	549.12									549.12
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND										
			AREA	COST									
06-223-005	LCA ENTERPRISES LLC	302 PETOSKEY STREET (EAST LAKE STREET)	10,941	\$ 547.05									547.05
06-223-006	LCA ENTERPRISES LLC	312 PETOSKEY STREET	10,941	547.05									547.05
06-223-007	LCA ENTERPRISES LLC	314 PETOSKEY STREET	10,941	547.05									547.05
06-223-008	LCA ENTERPRISES LLC	316 PETOSKEY STREET	10,941	547.05									547.05
			<u>43,764</u>	<u>\$ 2,188.20</u>									
TOTALS			<u>22,309</u>	<u>\$ 3,569.44</u>	<u>3,672</u>	<u>\$ 146.88</u>	<u>3,672</u>	<u>\$ 146.88</u>	<u>-</u>	<u>\$ -</u>	<u>3,314</u>	<u>\$ 132.56</u>	<u>\$ 6,183.96</u>

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
ROSE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-002	MS LODGING LLC	410 ROSE STREET	4,428	\$ 708.48	3,608	\$ 144.32	-	\$ -	-	\$ -	-	\$ -	\$ 852.80

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
WAUKAZOO STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-151-007	CRESS ENTERPRISES INC.	414 WAUKAZOO STREET	1,763	\$ 282.08	680	\$ 27.20						\$ -	\$ 309.28
05-151-009	CRESS ENTERPRISES INC.	418 WAUKAZOO STREET	1,932	\$ 309.12	1,782	71.28						-	380.40
05-151-014	1ST CHURCH CHRIST SCIENTIST	420 WAUKAZOO STREET	3,096	\$ 495.36	-	-						-	495.36
TOTALS			6,791	\$ 1,086.56	2,462	\$ 98.48	-	\$ -	0.00	\$ -	-	\$ -	\$ 1,185.04



# City of Petoskey

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

# INVOICE

ABC COMPANY  
101 EAST LAKE STREET  
PETOSKEY, MI 49770

INVOICE DATE | NOV. 18, 2014

2014 DOWNTOWN PROGRAMS AND SERVICES  
SPECIAL ASSESSMENT

PROPERTY I.D. | 06-226-019

SQUARE FOOTAGE	DESCRIPTION	PRICE PER SQUARE FOOT	AMOUNT
2,400	FIRST FLOOR AREA	0.160	\$384.00
	TOTAL SPECIAL ASSESSMENT		\$384.00
<p>Since, 1993, annual special assessments paid by downtown property owners have helped to fund programs and services provided by the Downtown Management Board. Programs such as 14 special events, economic enhancement, beautifications, marketing and promotions, and administration are funded by these assessments. Assessments are determined by a square-footage formula of eligible, non-residential properties assessed at \$0.16 per square foot for useable first-floor area, \$0.04 per square foot for floors other than first floors, and \$0.05 per square foot for vacant, unimproved lots.</p> <p>Persons with questions about this assessment should call either the City of Petoskey Director of Finance at 231-347-2500 or the Downtown Management Board Downtown Director at 231-622-8501.</p>			

**\$384.00**

**PAY THIS AMOUNT**

Questions concerning this invoice?  
Call: DIRECTOR OF FINANCE  
231-347-2500

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

**PAYMENT DUE WITHIN 30 DAYS FROM DATE OF INVOICE. A 4% PENALTY WILL BE ASSESSED ON AMOUNTS UNPAID, AFTER 12/18/2014. INTEREST WILL BE ADDED AT THE RATE OF 1% PER MONTH.**



**BOARD:** City Council

**MEETING DATE:** November 17, 2014

**DATE PREPARED:** November 13, 2014

**AGENDA SUBJECT:** Budget and Tax-Levy Public Hearing and Possible Adoption of Budget Resolution

**RECOMMENDATION:** That the City Council conduct this public hearing and receive comments concerning the City's proposed 2015 Annual Budget and recommended property-tax-millage rates for 2015

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Background. The City's proposed 2015 Annual Budget was initially presented and briefly discussed at the November 3 City Council meeting. At the November 3 City Council meeting, a public hearing was scheduled for November 17, as required by City Charter and State statute provisions, to receive comments about the recommended budget and property-tax-millage rates that have been proposed as part of the budget recommendation. (Actual millage rates would be set in 2015.)

Requirements. City Charter provisions require the City Council to conduct public hearings each year to receive comments concerning annual budget proposals and provisions of the Michigan Truth-in-Taxation Act require governing boards of local units of government to conduct annual public hearings prior to establishing property-tax-millage rates, if estimated amounts of revenues that would be produced by property-tax levies are anticipated to exceed amounts in the new year that had been received from levies during the previous year.

Process. The November 17 public hearing would satisfy City Charter requirements and meet provisions of the Michigan Truth-in-Taxation Act that require opportunities for comments concerning proposed estimated amounts of property-tax-millage rates for the General, Rights-of-Way, and Library Funds, though actual millage rates would be established by the City Council in May or June, following the State's equalization of values. The City Council could then continue its review of the recommended 2015 Annual Budget under the "Old Business" portion of the meeting agenda, followed by possible budget approval.

sb  
Enclosure



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 17, 2014      **PREPARED:** November 11, 2014

**AGENDA SUBJECT:** Consent Agenda Resolution

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

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

- (1) Draft minutes of the November 3, 2014 regular session City Council meeting; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since November 3 for contract and vendor claims at \$303,141.04, intergovernmental claims at \$46,019.38, and the November 6 payroll at \$165,798.35 for a total of \$514,958.77.

sb  
Enclosures



## CITY COUNCIL

November 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, November 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 Acting City Manager Alan Terry, Administrative Assistant Sarah Bek, City Attorney James Murray and Phillip Robertson, The Mercer Group.

Resolution No. 18826  
Approve Consent Agenda Items

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

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the October 20, 2014 regular-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 October 20 for contract and vendor claims at \$699,940.75, intergovernmental claims at \$134,734.58, and the October 23 payroll at \$169,376.36, for a total of \$1,004,051.69 be and is hereby acknowledged; and

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 comments and there were no comments.

Hear City Manager Updates

The Acting City Manager reported that DPW will start the final citywide leaf pickup on Wednesday and end by Friday, November 7; that the changeover of electrical lines on Arlington Avenue from overhead to underground continues and that there were some issues with Charter and AT&T; and that there was a water main break this morning on Lake Street near the County building.

Resolution No. 18827  
Confirm Special Assessment  
Roll; Schedule Hearing

The Acting City Manager next reported that, following City Code provisions that regulated the City's special-assessment procedure, the City Council on October 20 conducted a public hearing and received comments concerning an September 29 report by the Acting City

Manager that had recommended the levy of special assessments against eligible, non-residential properties within the Downtown Management Board's territory to offset costs of programs and services that would be provided by the Downtown Management Board during 2015. Such revenues and expenditures have been included within the City's proposed 2015 Annual Budget.

Following the October 20 public hearing, the City Council, again in accordance with City Code special-assessment procedures, conditionally approved the proposed programs and services and their costs as they had been presented, established boundaries of the special-assessment district, and requested that an assessment roll be prepared by the City staff and presented to the City Council for its review at the November 3 City Council meeting.

The Acting City Manager reported that the City Council had been provided a proposed special-assessment roll based upon the Downtown Management Board's September 16 recommendation that the same special-assessment formula that had been used last year for financing downtown-area programs and services again be used, with \$0.16 being the amount that would be assessed per square foot of useable, first-floor, non-residential building area; \$0.04 being charged useable, non-residential area on floors other than the first floor ; and vacant, unimproved lots being charged \$0.05 per square foot for lot area. To meet City Code requirements, the City Council was being asked to adopt a proposed resolution that would confirm the City Council's acceptance of the roll, order that the roll be placed on file at the City Hall for inspection, and schedule a public hearing for 7:00 P.M., Monday, November 17, to receive comments concerning this proposed special assessment.

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

WHEREAS, at its regular meeting of October 6, 2014, the City Council reviewed a report by the City Manager dated September 29, 2014, as required of City Code provisions, that listed programs and services that had been proposed to be provided property owners and tenants within the Downtown Management Board's territory along with a proposed assessment formula that could be implemented to finance such programs and services during 2015; and

WHEREAS, following that review, the City Council on October 6, 2014, scheduled a public hearing for October 20, 2014, to receive comments concerning proposed programs and services as intended to be provided by the Downtown Management Board, as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, City Council, on October 20, 2014, approved proposed programs and services as recommended by the Downtown Management Board at their September 16, 2014 meeting and costs as estimated by the Management Board to be assessed eligible property owners within the boundaries of the proposed assessment district at the same rate as last year that are coterminous to those of the Management Board's territory; and

WHEREAS, in addition to approving proposed downtown-area programs and services and costs of such programs and services, the City Council directed the City staff to prepare a special-assessment roll in accordance with the City Council's approval of recommended programs and services and costs of such programs and services for presentation to the City Council at its meeting of November 3, 2014; and

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



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

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

BE IT FURTHER RESOLVED that the City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, November 17, 2014, to receive comments concerning this proposed special-assessment roll; and

BE IT FURTHER RESOLVED that the City Council does and hereby directs the City staff to publish a notice of the November 17, 2014, public hearing and notify potentially-affected property owners of said public hearing as required by City Code provisions that regulate the City's special-assessment procedures.

Said resolution was adopted by the following vote:

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

Discuss City Manager Hiring Process The Acting City Manager reviewed that Council at their October 20, 2014 meeting requested an agenda item for the November 3, 2014 meeting to discuss the roles of each participant involved in the City Manager hiring process. Those participants being the City's consultant Phillip Robertson of the Mercer Group, City Attorney James Murray of Plunkett Cooney, City staff and City Councilmembers. There was some discussion based on the outcome of the recent City Manager hiring process to review who should be involved in the process, what duties should be performed by those involved, what information will be requested, who will receive the information and in what form will the information be delivered.

City Councilmembers discussed the Mercer Group's 7 step process they perform when selecting candidates including position analysis, recruitment process, resume review, candidate screening, background investigation, interview process and negotiation and follow-up; discussed the City Attorney's role and background check options; and staff's roles throughout the process. Councilmembers concurred that background information from both the Mercer Group and Plunkett and Cooney be available prior to the interviews; that the meet and greet and city tours with staff is valuable, but that staff would not be part of the interview process; and that the deliberation process may be altered so there was a day to reflect after the interviews.

Councilmembers further discussed the tentative schedule and application deadline with the possibility of extending if need be.

Mayor Fraser asked for public comments and heard a comment on the process and that background checks could be done prior to negotiating and that Council communication should be done openly.

Resolution No. 18828  
Report about 2015 Annual Budget;  
Schedule Public Hearing The Acting City Manager next reported that, as required of City Charter provisions, and as part of the City's routine, yearly process, the City Council had been presented with the City's proposed 2015 Annual Budget as part of November 3 meeting-agenda materials, that totaled \$26,685,700 in proposed operating and capital expenditures; and that, except to acknowledge its receipt, no action concerning the proposed budget now would be required of the City Council, but that, in addition to the Acting City Manager's summary of the proposal, the City Council could begin discussions on the proposed budget.

The Acting City Manager also reported that, as the first step in the budget-preparation process, the City Council was being asked to acknowledge receipt of the budget proposal and to adopt a proposed resolution that would schedule a November 17 public hearing to receive comments concerning the proposed budget and property-tax-millage rates that would be recommended as part of the proposed budget; and that the City Council could schedule the public hearing for any date that it chose, but that November 17 was suggested. The Acting City Manager briefly reviewed the General Fund and various aspects in revenues, expenditures, taxable values and cost cutting measures that had been taken.

In response to questions from Council the Acting City Manager noted that the 1% tax administration fee is part of the overall budget and any changes to that item would affect the General Fund's budget; reviewed the City debt information scheduled; and will include the administration fee as a separate item on the next agenda.

Mayor Fraser asked for public comments and heard a comment that if Council considers cutting the tax administration fee then they should have alternative funding sources in place; what the target amount is for cash reserves; and what role is City's financial engagement for Sunset Square.

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

WHEREAS, as required by City Charter provisions, the City Manager has presented for the City Council's consideration the City's recommended budget for fiscal 2015; and

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

WHEREAS, this proposed budget includes certain recommendations by the City Manager concerning the amounts of property-tax millage to be levied to partially finance City operations, programs, services, and projects during 2015; and

WHEREAS, the Michigan Truth-in-Taxation Act requires that public hearings be conducted to receive comments concerning proposed property-tax-millage rates, if such rates result in increased tax revenues, when compared with those of the previous year, and although rates that have been recommended by the City Manager are not expected to provide revenues in 2015 in excess of revenues that were received in 2014, the City wishes to conduct such a hearing:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, November 17, 2014, at the City Hall, to receive comments concerning the City's proposed 2015 Annual Budget and property-tax-millage rates that will be recommended to be levied during 2015 as part of the proposed budget.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Hear Council Comments

Mayor Fraser asked for Council comments and heard from City Councilmember Wills and Dittmar that they both recently completed the Citizen's Academy administered by the Department of Public Safety and that it was worthwhile; and Mayor Fraser reminded everyone of the election tomorrow.

There being no further business to come before the City Council, this November 3, 2014, meeting of the City Council adjourned at 8:50 P.M.

W.J. Fraser, Mayor

Alan Terry, City Clerk-Treasurer

DRAFT

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/14	11/05/2014	64702	ACH-CHILD SUPPORT	701-000-230.160	1,053.79
11/14	11/05/2014	64703	ACH-EFTPS	701-000-230.100	18,779.93
11/14	11/05/2014	64703	ACH-EFTPS	701-000-230.200	9,926.75
11/14	11/05/2014	64703	ACH-EFTPS	701-000-230.200	9,926.75
11/14	11/05/2014	64703	ACH-EFTPS	701-000-230.200	2,321.64
11/14	11/05/2014	64703	ACH-EFTPS	701-000-230.200	2,321.64
11/14	11/05/2014	64704	ACH-ICMA 457	701-000-230.700	4,706.85
11/14	11/05/2014	64705	ALL-PHASE - MICHIGAN DIVISION	582-549-775.000	60.79
11/14	11/05/2014	64705	ALL-PHASE - MICHIGAN DIVISION	582-547-775.000	59.20
11/14	11/05/2014	64705	ALL-PHASE - MICHIGAN DIVISION	582-010-158.000	53.85
11/14	11/05/2014	64706	APX INC.	582-595-957.000	92.12
11/14	11/05/2014	64707	B & L SOUND	101-774-727.000	43.98
11/14	11/05/2014	64708	BARFKNECHT, ANN VIVIAN	101-191-702.000	200.00
11/14	11/05/2014	64709	BENCHMARK ENGINEERING INC.	592-705-802.000	259.00
11/14	11/05/2014	64710	BERGER, MATT	101-774-753.040	150.00
11/14	11/05/2014	64711	BRADDOCK, JAMIE	101-774-753.040	75.00
11/14	11/05/2014	64712	BROWN MOTORS INC.	661-540-933.000	6.75
11/14	11/05/2014	64713	CHAR-EM UNITED WAY	701-000-230.800	61.55
11/14	11/05/2014	64714	CHEMCO PRODUCTS INC.	592-691-663.000	1,736.00
11/14	11/05/2014	64715	CINTAS CORPORATION	582-597-932.000	58.64
11/14	11/05/2014	64715	CINTAS CORPORATION	592-685-727.000	139.84
11/14	11/05/2014	64715	CINTAS CORPORATION	661-540-725.000	58.64
11/14	11/05/2014	64716	CITY PARK GRILL	280-540-249.000	600.00
11/14	11/05/2014	64716	CITY PARK GRILL	280-540-250.000	570.00
11/14	11/05/2014	64717	DANIEL, BARBARA	101-191-702.000	200.00
11/14	11/05/2014	64718	DECKA DIGITAL LLC	592-685-775.000	58.00
11/14	11/05/2014	64718	DECKA DIGITAL LLC	592-705-727.000	58.00
11/14	11/05/2014	64719	DERRER OIL CO.	661-540-751.000	2,464.84
11/14	11/05/2014	64720	DIGITAL ALLY INC.	101-345-775.000	395.00
11/14	11/05/2014	64721	DIXON ENGINEERING INC.	592-672-802.000	1,500.00
11/14	11/05/2014	64722	DTE ENERGY	518-539-802.100	41.70
11/14	11/05/2014	64723	DUNKEL EXCAVATING, RON	592-698-802.000	192.00
11/14	11/05/2014	64723	DUNKEL EXCAVATING, RON	592-673-802.000	192.00
11/14	11/05/2014	64723	DUNKEL EXCAVATING, RON	592-675-802.000	192.00
11/14	11/05/2014	64723	DUNKEL EXCAVATING, RON	202-469-802.000	192.00
11/14	11/05/2014	64723	DUNKEL EXCAVATING, RON	582-010-158.000	192.00
11/14	11/05/2014	64724	ELLIOTT, SHERRIE	661-540-751.000	32.70
11/14	11/05/2014	64724	ELLIOTT, SHERRIE	592-705-956.000	16.55
11/14	11/05/2014	64725	ENGBRECHT, ROBERT	101-209-802.000	3,750.00
11/14	11/05/2014	64726	EYES ONLY MEDIA LLC	280-739-905.000	325.00
11/14	11/05/2014	64727	FRATERNAL ORDER OF POLICE	701-000-230.400	588.00
11/14	11/05/2014	64728	FRIENDS OF THE PETOSKEY	718-540-963.000	1,000.00
11/14	11/05/2014	64729	GIBBY'S GARAGE	661-540-931.000	1,462.50
11/14	11/05/2014	64729	GIBBY'S GARAGE	661-540-933.000	2,437.50
11/14	11/05/2014	64729	GIBBY'S GARAGE	582-597-932.000	195.00
11/14	11/05/2014	64729	GIBBY'S GARAGE	582-547-802.000	97.50
11/14	11/05/2014	64729	GIBBY'S GARAGE	518-539-881.000	32.50
11/14	11/05/2014	64729	GIBBY'S GARAGE	101-770-931.000	65.00
11/14	11/05/2014	64729	GIBBY'S GARAGE	661-010-158.000	32.50
11/14	11/05/2014	64729	GIBBY'S GARAGE	518-010-158.000	65.00
11/14	11/05/2014	64730	GREAT LAKES PIPE & SUPPLY	101-266-932.000	145.99
11/14	11/05/2014	64730	GREAT LAKES PIPE & SUPPLY	592-673-775.000	9.38

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/14	11/05/2014	64730	GREAT LAKES PIPE & SUPPLY	592-672-775.000	49.57
11/14	11/05/2014	64730	GREAT LAKES PIPE & SUPPLY	592-692-775.000	3.23
11/14	11/05/2014	64731	GRP ENGINEERING INC.	582-595-802.000	8,295.03
11/14	11/05/2014	64732	HACH COMPANY	592-692-775.000	1,113.65
11/14	11/05/2014	64733	HILLS, JANET	101-191-702.000	200.00
11/14	11/05/2014	64734	HINKLEY, BEVERLY	101-191-702.000	200.00
11/14	11/05/2014	64735	HOFFMAN'S SONS, JIM	202-467-802.000	410.00
11/14	11/05/2014	64735	HOFFMAN'S SONS, JIM	203-467-802.000	363.00
11/14	11/05/2014	64735	HOFFMAN'S SONS, JIM	271-540-801.000	202.00
11/14	11/05/2014	64735	HOFFMAN'S SONS, JIM	101-770-802.000	85.00
11/14	11/05/2014	64735	HOFFMAN'S SONS, JIM	101-528-802.000	5,415.75
11/14	11/05/2014	64735	HOFFMAN'S SONS, JIM	518-010-158.000	77.00
11/14	11/05/2014	64736	HOWARD, ETHEL	101-191-702.000	200.00
11/14	11/05/2014	64737	KARLABORATORIES INC.	592-692-801.000	641.75
11/14	11/05/2014	64738	KORTHAUER, BRENDA	101-191-702.000	200.00
11/14	11/05/2014	64739	KRUSKIE, DAVID	101-774-753.040	50.00
11/14	11/05/2014	64740	LAPPAN'S OF GAYLORD INC.	661-540-931.000	1,660.43
11/14	11/05/2014	64741	LEXISNEXIS RISK DATA MGT	518-539-802.000	107.40
11/14	11/05/2014	64742	LOCKE, JOAN	101-191-702.000	200.00
11/14	11/05/2014	64743	LOYD, ELIZABETH	101-191-702.000	225.00
11/14	11/05/2014	64744	LOYD, ERIC	101-191-702.000	225.00
11/14	11/05/2014	64745	MEYER ACE HARDWARE	518-539-802.100	22.46
11/14	11/05/2014	64745	MEYER ACE HARDWARE	518-539-775.000	9.08
11/14	11/05/2014	64746	MICH. ASSOCIATION OF	101-345-956.000	100.00
11/14	11/05/2014	64747	MICH. WATER ENVIRONMENT ASSOC.	592-705-956.000	250.00
11/14	11/05/2014	64748	MICHIGAN DOWNTOWN ASSOCIATION	518-539-956.000	200.00
11/14	11/05/2014	64749	MICHIGAN TASER	101-345-976.000	4,923.86
11/14	11/05/2014	64750	MITCHELL GRAPHICS INC.	280-540-242.200	399.00
11/14	11/05/2014	64751	MOFFATT, SUSAN	101-191-702.000	200.00
11/14	11/05/2014	64752	NORTHERN FIRE & SAFETY	271-540-802.000	300.00
11/14	11/05/2014	64753	NORTHERN PIPE & SUPPLY LLC	582-010-111.000	1,188.00
11/14	11/05/2014	64754	PARKMOBILE USA INC.	518-539-802.000	700.70
11/14	11/05/2014	64755	PETTIT, DELYNN	101-191-702.000	225.00
11/14	11/05/2014	64756	PONTIUS FLOWER SHOP, A. R.	280-739-774.000	70.00
11/14	11/05/2014	64757	PURITY CYLINDER GASES INC.	204-481-935.000	55.55
11/14	11/05/2014	64757	PURITY CYLINDER GASES INC.	592-705-725.000	27.80
11/14	11/05/2014	64757	PURITY CYLINDER GASES INC.	661-540-725.000	27.75
11/14	11/05/2014	64758	RASMUSSEN, DEREK	101-774-753.040	100.00
11/14	11/05/2014	64759	REID, MICHAEL	101-228-802.000	185.57
11/14	11/05/2014	64759	REID, MICHAEL	101-228-727.000	69.44
11/14	11/05/2014	64759	REID, MICHAEL	101-228-850.000	180.38
11/14	11/05/2014	64760	RICH-HEAPE FILMS INC.	271-540-751.000	103.77
11/14	11/05/2014	64761	ROSTAR PROFESSIONAL CONCRETE	592-675-802.000	1,297.40
11/14	11/05/2014	64761	ROSTAR PROFESSIONAL CONCRETE	204-448-802.000	593.40
11/14	11/05/2014	64761	ROSTAR PROFESSIONAL CONCRETE	202-469-802.000	57.00
11/14	11/05/2014	64761	ROSTAR PROFESSIONAL CONCRETE	582-010-158.000	72.00
11/14	11/05/2014	64762	SHIMMONS, BARBARA	101-191-702.000	200.00
11/14	11/05/2014	64763	SIGN & DESIGN	518-539-977.000	2,020.00
11/14	11/05/2014	64764	SMITH, EDWARD J	101-774-753.040	175.00
11/14	11/05/2014	64765	STAFFORD'S PERRY HOTEL	280-540-250.000	434.12
11/14	11/05/2014	64766	STANLEY, DIANA	101-191-702.000	200.00
11/14	11/05/2014	64767	STANLEY, KENDALL	101-191-702.000	225.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/14	11/05/2014	64768	STATE OF MI. DEPT. OF ENVIRON.	592-685-727.000	2,916.46
11/14	11/05/2014	64769	SUPERIOR ASPHALT PAVING INC.	202-469-802.000	1,341.14
11/14	11/05/2014	64769	SUPERIOR ASPHALT PAVING INC.	203-469-802.000	1,665.00
11/14	11/05/2014	64769	SUPERIOR ASPHALT PAVING INC.	592-675-802.000	1,964.60
11/14	11/05/2014	64769	SUPERIOR ASPHALT PAVING INC.	592-698-802.000	533.70
11/14	11/05/2014	64769	SUPERIOR ASPHALT PAVING INC.	592-697-802.000	230.56
11/14	11/05/2014	64769	SUPERIOR ASPHALT PAVING INC.	592-673-802.000	1,815.00
11/14	11/05/2014	64770	SURA, MATT	101-774-753.040	100.00
11/14	11/05/2014	64771	T & R ELECTRIC	582-010-111.000	9,500.00
11/14	11/05/2014	64772	TEAMSTERS LOCAL #214	701-000-230.400	885.00
11/14	11/05/2014	64773	TIME EMERGENCY EQUIPMENT	101-345-976.000	2,610.62
11/14	11/05/2014	64774	TRAUTMANN & KNAPP	592-693-802.000	225.00
11/14	11/05/2014	64775	TRAVERSE MAGAZINE	280-739-905.000	1,940.00
11/14	11/05/2014	64776	VANDERBERG, LINDA	101-191-702.000	200.00
11/14	11/05/2014	64777	WEBSTER, STEVE	280-540-240.000	900.00
11/14	11/05/2014	64778	WILBUR, LISA	101-191-702.000	200.00
11/14	11/05/2014	64779	WILLCOME TREE SERVICE	101-770-802.000	635.00
11/14	11/10/2014	64799	ARIZONA BALLOON COMPANY	280-540-232.000	2,448.00
11/14	11/12/2014	64800	ARROW UNIFORM-TAYLOR LLC	592-705-725.000	223.50
11/14	11/12/2014	64800	ARROW UNIFORM-TAYLOR LLC	582-597-775.000	112.40
11/14	11/12/2014	64801	ASPLUNDH TREE EXPERT CO.	582-547-802.000	20,479.12
11/14	11/12/2014	64801	ASPLUNDH TREE EXPERT CO.	582-541-802.000	2,781.36
11/14	11/12/2014	64802	AT&T	101-172-850.000	199.48
11/14	11/12/2014	64802	AT&T	101-201-850.000	106.39
11/14	11/12/2014	64802	AT&T	101-208-850.000	66.49
11/14	11/12/2014	64802	AT&T	101-209-850.000	66.49
11/14	11/12/2014	64802	AT&T	101-215-850.000	53.19
11/14	11/12/2014	64802	AT&T	101-345-850.000	146.28
11/14	11/12/2014	64802	AT&T	101-400-850.000	66.49
11/14	11/12/2014	64802	AT&T	101-774-850.000	79.79
11/14	11/12/2014	64802	AT&T	101-441-850.000	119.69
11/14	11/12/2014	64802	AT&T	204-481-801.000	39.90
11/14	11/12/2014	64802	AT&T	204-481-801.000	39.90
11/14	11/12/2014	64802	AT&T	582-595-850.000	132.99
11/14	11/12/2014	64802	AT&T	582-597-850.000	179.87
11/14	11/12/2014	64802	AT&T	592-634-850.000	127.46
11/14	11/12/2014	64802	AT&T	592-685-850.000	79.79
11/14	11/12/2014	64802	AT&T	592-705-850.000	342.37
11/14	11/12/2014	64802	AT&T	592-699-920.000	130.86
11/14	11/12/2014	64803	BALLARD'S PLUMBING & HEATING	518-539-802.100	114.00
11/14	11/12/2014	64804	BATTERY PRODUCTS INC.	101-345-976.000	339.03
11/14	11/12/2014	64805	BELL EQUIPMENT COMPANY	661-540-933.000	721.76
11/14	11/12/2014	64806	BRADFORD MASTER DRY CLEANERS	101-345-775.000	479.75
11/14	11/12/2014	64807	CCP INDUSTRIES INC.	204-481-935.000	42.70
11/14	11/12/2014	64807	CCP INDUSTRIES INC.	592-705-725.000	21.34
11/14	11/12/2014	64807	CCP INDUSTRIES INC.	661-540-725.000	21.34
11/14	11/12/2014	64807	CCP INDUSTRIES INC.	661-540-730.000	239.96
11/14	11/12/2014	64808	CHAMPLAIN PLANNING PRESS INC.	101-400-956.000	103.75
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-172-850.000	145.79
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-201-850.000	77.75
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-208-850.000	48.60
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-209-850.000	48.60

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-215-850.000	38.88
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-345-850.100	179.53
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-345-850.000	143.17
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-400-850.000	48.60
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-441-850.000	87.48
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-774-850.000	58.32
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	101-789-850.000	68.17
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	204-481-801.000	29.16
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	204-481-801.000	29.16
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	271-540-801.000	75.00
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	518-539-802.100	94.22
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	582-595-850.000	97.20
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	582-597-850.000	123.25
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	592-685-850.000	58.32
11/14	11/12/2014	64809	CHARTER COMMUNICATIONS	592-705-850.000	58.32
11/14	11/12/2014	64810	CHERNEY & ASSOCIATES INC.	101-209-802.000	1,125.00
11/14	11/12/2014	64811	CINTAS CORP #729	101-266-802.000	244.38
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,187.29
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	101-266-920.000	967.66
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,045.91
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	1,453.91
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	101-730-920.000	23.61
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	3,541.62
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	3,099.65
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	914.81
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	202-475-920.000	320.00
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	204-450-920.000	2,600.00
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	271-540-920.000	3,002.98
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	582-597-920.000	1,196.80
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	582-542-920.000	78.24
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	592-634-920.000	8,739.68
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	592-660-920.000	78.25
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	592-690-920.000	14,623.46
11/14	11/12/2014	64812	CITY TREAS. FOR UTILITY BILLS	592-696-920.000	1,145.51
11/14	11/12/2014	64813	COMPLETE PAINT & SUPPLIES	202-475-775.000	148.00
11/14	11/12/2014	64813	COMPLETE PAINT & SUPPLIES	203-475-775.000	223.00
11/14	11/12/2014	64813	COMPLETE PAINT & SUPPLIES	101-770-775.000	9.49
11/14	11/12/2014	64813	COMPLETE PAINT & SUPPLIES	582-597-730.000	44.19
11/14	11/12/2014	64814	CORNILLIE CONCRETE	202-469-802.000	199.87
11/14	11/12/2014	64814	CORNILLIE CONCRETE	204-448-802.000	934.75
11/14	11/12/2014	64814	CORNILLIE CONCRETE	592-675-802.000	120.38
11/14	11/12/2014	64814	CORNILLIE CONCRETE	582-010-158.000	79.50
11/14	11/12/2014	64815	ELMER'S CRANE AND DOZER INC.	592-698-802.000	855.00
11/14	11/12/2014	64815	ELMER'S CRANE AND DOZER INC.	592-675-802.000	2,745.51
11/14	11/12/2014	64815	ELMER'S CRANE AND DOZER INC.	203-010-158.000	4,222.00
11/14	11/12/2014	64815	ELMER'S CRANE AND DOZER INC.	592-010-158.000	9,813.85
11/14	11/12/2014	64815	ELMER'S CRANE AND DOZER INC.	101-010-158.000	14,575.50
11/14	11/12/2014	64816	ENVIRONMENTAL SYSTEMS	101-400-802.000	400.00
11/14	11/12/2014	64817	EVERETT GOODRICH TRUCKING INC.	204-010-111.000	4,905.30
11/14	11/12/2014	64818	FASTENAL COMPANY	582-547-775.000	88.92
11/14	11/12/2014	64818	FASTENAL COMPANY	592-698-775.000	29.64
11/14	11/12/2014	64818	FASTENAL COMPANY	661-540-730.000	4.79

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11/14	11/12/2014	64818	FASTENAL COMPANY	661-540-931.000	212.14
11/14	11/12/2014	64819	FETTIG'S LANDSCAPING INC.	101-789-802.000	48.00
11/14	11/12/2014	64819	FETTIG'S LANDSCAPING INC.	101-770-802.000	1,575.00
11/14	11/12/2014	64819	FETTIG'S LANDSCAPING INC.	101-770-977.000	890.17
11/14	11/12/2014	64819	FETTIG'S LANDSCAPING INC.	101-770-775.000	185.43
11/14	11/12/2014	64819	FETTIG'S LANDSCAPING INC.	101-345-805.100	215.34
11/14	11/12/2014	64819	FETTIG'S LANDSCAPING INC.	202-470-802.000	577.47
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	101-101-860.000	505.62
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	582-549-775.000	101.57
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	661-540-731.000	1,037.50
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	661-540-933.000	29.55
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	271-540-745.000	51.45
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	271-540-727.000	39.95
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	271-540-752.000	47.98
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	271-540-753.000	584.34
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	271-540-976.000	139.95
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	582-595-956.000	195.30
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	661-540-931.000	66.72
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	101-400-956.000	75.00
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	101-345-956.000	849.72
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	101-345-775.000	522.98
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	101-345-976.000	395.00
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	101-770-775.000	127.19
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	101-770-956.000	126.72
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	592-697-775.000	62.77
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	592-693-775.000	83.70
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	592-705-956.000	655.49
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	592-705-727.000	39.99
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	661-540-751.000	79.75
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	101-010-158.000	48.98
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	582-010-158.000	438.80
11/14	11/12/2014	64820	FIRST NATIONAL BANK OMAHA	271-010-158.000	351.53
11/14	11/12/2014	64821	GORDON FOOD SERVICE	101-789-775.000	15.98
11/14	11/12/2014	64821	GORDON FOOD SERVICE	101-345-775.000	83.81
11/14	11/12/2014	64821	GORDON FOOD SERVICE	101-770-963.100	11.98
11/14	11/12/2014	64821	GORDON FOOD SERVICE	101-266-963.000	39.42
11/14	11/12/2014	64822	GRULER'S FARM SUPPLY INC.	101-770-775.000	13.00
11/14	11/12/2014	64823	HUBBELL ROTH & CLARK INC.	592-685-802.000	155.32
11/14	11/12/2014	64823	HUBBELL ROTH & CLARK INC.	592-705-802.000	2,522.52
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	518-539-802.100	164.75
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	101-201-727.000	32.36
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	101-215-727.000	12.78
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	101-770-727.000	72.61
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	101-441-727.000	49.90
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	101-345-727.000	74.85
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	101-208-727.000	7.79
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	101-774-727.000	14.49
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	101-172-727.000	14.49
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	592-705-727.000	91.05
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	661-540-727.000	16.49
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	204-481-727.000	16.49
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	582-595-727.000	16.49



GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	582-597-727.000	16.49
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	592-685-727.000	91.02
11/14	11/12/2014	64824	INTEGRITY BUSINESS SOLUTIONS	101-010-158.000	9.98
11/14	11/12/2014	64825	K & L PLUMBING AND HEATING LLC	592-693-802.000	3,160.00
11/14	11/12/2014	64826	KENT COUNTY TREASURER/DPW	101-345-775.000	72.90
11/14	11/12/2014	64827	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	2,074.36
11/14	11/12/2014	64828	KSS ENTERPRISES	101-345-775.000	50.48
11/14	11/12/2014	64828	KSS ENTERPRISES	101-266-775.000	18.86
11/14	11/12/2014	64828	KSS ENTERPRISES	271-540-725.000	84.21
11/14	11/12/2014	64828	KSS ENTERPRISES	592-693-775.000	141.82
11/14	11/12/2014	64829	LOWERY UNDERGROUND SERVICE	582-010-158.000	3,180.00
11/14	11/12/2014	64829	LOWERY UNDERGROUND SERVICE	582-010-158.000	3,405.00
11/14	11/12/2014	64830	LYNN AUTO PARTS	661-540-933.000	26.48
11/14	11/12/2014	64831	MC SPORTS	592-691-775.000	249.95
11/14	11/12/2014	64832	MICH. ASSOCIATION OF	101-345-957.000	100.00
11/14	11/12/2014	64833	MICH. FIRE INSPECTORS SOCIETY	101-345-957.000	60.00
11/14	11/12/2014	64834	MICHIGAN PIPE & VALVE	202-469-775.000	130.00
11/14	11/12/2014	64834	MICHIGAN PIPE & VALVE	203-469-775.000	1,216.96
11/14	11/12/2014	64834	MICHIGAN PIPE & VALVE	204-010-111.000	163.20
11/14	11/12/2014	64834	MICHIGAN PIPE & VALVE	592-698-775.000	130.00
11/14	11/12/2014	64835	NORTH CENTRAL LABORATORIES	592-692-775.000	1,864.95
11/14	11/12/2014	64836	POLICE AND FIREMEN'S INSURANCE	701-000-230.185	412.97
11/14	11/12/2014	64837	PRESTON FEATHER	101-266-932.000	16.19
11/14	11/12/2014	64837	PRESTON FEATHER	101-345-775.000	20.65
11/14	11/12/2014	64837	PRESTON FEATHER	101-789-775.000	153.82
11/14	11/12/2014	64837	PRESTON FEATHER	101-770-775.000	73.14
11/14	11/12/2014	64837	PRESTON FEATHER	204-010-111.000	188.62
11/14	11/12/2014	64837	PRESTON FEATHER	582-597-730.000	25.67
11/14	11/12/2014	64838	PUROLL EQUIPMENT COMPANY LLC	101-345-976.000	1,447.00
11/14	11/12/2014	64839	ROYAL TIRE	661-540-933.000	989.85
11/14	11/12/2014	64839	ROYAL TIRE	661-010-158.000	27.55
11/14	11/12/2014	64840	STAFFORD'S PERRY HOTEL	582-010-158.000	1,310.00
11/14	11/12/2014	64841	STATE OF MI DEPT OF LICENSING	582-081-641.200	165.87
11/14	11/12/2014	64841	STATE OF MI DEPT OF LICENSING	582-081-643.000	3,860.60
11/14	11/12/2014	64841	STATE OF MI DEPT OF LICENSING	582-081-644.000	772.12
11/14	11/12/2014	64841	STATE OF MI DEPT OF LICENSING	582-081-644.100	19.40
11/14	11/12/2014	64842	STATE OF MI. DEPT. OF TREASURY	582-040-228.000	29,746.88
11/14	11/12/2014	64842	STATE OF MI. DEPT. OF TREASURY	701-000-230.300	12,277.67
11/14	11/12/2014	64842	STATE OF MI. DEPT. OF TREASURY	101-090-643.010	169.79
11/14	11/12/2014	64843	STATE OF MICHIGAN	592-685-956.000	95.00
11/14	11/12/2014	64844	SUPERIOR ASPHALT PAVING INC.	202-469-802.000	11.60
11/14	11/12/2014	64844	SUPERIOR ASPHALT PAVING INC.	582-547-802.000	161.40
11/14	11/12/2014	64844	SUPERIOR ASPHALT PAVING INC.	592-675-802.000	1,999.80
11/14	11/12/2014	64844	SUPERIOR ASPHALT PAVING INC.	582-010-158.000	1,157.20
11/14	11/12/2014	64845	TRI-TURF	101-770-775.000	39.90
11/14	11/12/2014	64845	TRI-TURF	101-266-775.000	39.90
11/14	11/12/2014	64845	TRI-TURF	202-467-775.000	74.80
11/14	11/12/2014	64845	TRI-TURF	203-467-775.000	39.90
11/14	11/12/2014	64846	TROPHY CASE, THE	101-345-775.000	105.45
11/14	11/12/2014	64846	TROPHY CASE, THE	101-774-753.040	110.00
11/14	11/12/2014	64847	USA BLUE BOOK	592-675-775.000	11.49
11/14	11/12/2014	64847	USA BLUE BOOK	592-677-775.000	184.84

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/14	11/12/2014	64848	VOSS LIGHTING	582-549-775.000	1,161.56
11/14	11/12/2014	64849	WESCO RECEIVABLES CORP.	582-010-111.000	7,958.00
11/14	11/12/2014	64850	WITTE, CHARLES	202-470-802.000	486.00
11/14	11/12/2014	64850	WITTE, CHARLES	582-546-802.000	120.00
Grand Totals:					<u>345,265.91</u>

## Report Criteria:

Check.Date = 11/05/2014-11/12/2014

Check Number	Date	Name	GL Account	Amount
64780	11/05/2014	AGRIA, ADRIANE	582081643000	4.05
64781	11/05/2014	AWTREY, ELISABETH	101087634000	200.00
64782	11/05/2014	BAKER, HOWARD & SHIRLEY	582081643000	60.27
64783	11/05/2014	BRADY, JEFF	582081643000	6.74
64784	11/05/2014	BRIDGE INSURANCE GROUP LLC	582081643000	6.23
64785	11/05/2014	COREY, DELORES	582081643000	2.90
64786	11/05/2014	CRAIG BELL	518539995000	2,500.00
64787	11/05/2014	FEDERSPIEL, MICHAEL	582081643000	4.03
64788	11/05/2014	FREYMUTH, PATTI	101087634000	350.00
64789	11/05/2014	HAGGERTY, JOE	582081643000	2.07
64790	11/05/2014	HAWKINS, RUTH	582081643000	27.60
64791	11/05/2014	HEMPSTEAD, KATHERINE	582081643000	25.46
64792	11/05/2014	HOPSON, ANN	582081643000	6.19
64793	11/05/2014	LEBELANC, LAURA	582081643000	33.15
64794	11/05/2014	LEY, RYAN	582081643000	38.22
64795	11/05/2014	PNC NA COMMERCIAL	582081643000	1.98
64796	11/05/2014	ROGERS, MATHEW	582081643000	126.38
64797	11/05/2014	RYAN, KATHLEEN	582081643000	34.00
64798	11/05/2014	WOLF, DAVID	582081643000	1.54
64851	11/12/2014	BLACHUT, MICHAEL	582081643000	68.25
64852	11/12/2014	GREENWAY, RENEE	582010158000	30.00
64853	11/12/2014	IAQUINTO, COLE	582040285000	34.31
64854	11/12/2014	NORTHWIND INVESTMENTS INC	582010158000	270.90
64855	11/12/2014	TOBIAS, JENNIFER	582040285000	60.24
Grand Totals:				<u><u>3,894.51</u></u>



**BOARD:** City Council

**MEETING DATE:** November 17, 2014      **DATE PREPARED:** November 9, 2014

**AGENDA SUBJECT:** 2015 Proposed Budget and Resolution

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

Background. Following a brief presentation at the November 3 City Council meeting concerning the City's recommended 2015 Annual Budget, City Council scheduled a public hearing for November 17 to receive comments concerning both the budget recommendation and property tax millage rates that are proposed within it, the former being a requirement of the City Charter and the latter being mandated by State law. Following the public-hearing, City Council could consider adopting the enclosed proposed resolution that would confirm approval of the 2015 Annual Budget, including appropriations of anticipated revenues and expenditures, as well as authorizing implementation of certain associated procedures, rates and charges, and continuation of on-going programs.

Millage Rates. Estimated within the proposed 2015 Annual Budget are individual millage rates that would total 13.8318 mills. Final adjustments of property tax millage rates would be approved by the City Council midway through 2015, following the State's annual equalization of assessed and taxable values. For the purpose of preparing the proposed 2015 Annual Budget, property-tax rates have been proposed at amounts of 7.6707 mills to produce revenues to offset costs of general government services and projects, with .4890 mills added for solid-waste programs; 3.8580 mills to offset costs of maintenance operations and public improvements within street right-of-ways; and 1.8141 mills to offset costs for operation and maintenance of the Public Library.

The Property tax administration fee is included within the budgeted revenues, but approval for implementing the fee has been left off the budget resolution and per Council's direction will be discussed and acted on separately from the budget.

Rates and Charges. The schedule of various rates and charges is reviewed each year with any adjustments being presented to Council for consideration. The entire schedule is then approved by Council to simplify the process of tracking when each charge may have been first approved. Changes to the schedule this year include;

	<u>From</u>	<u>To</u>
Copies for public – large (ex. Plan documents)	new	\$ 4.00
Going Out of Business Sale	\$ 5.00	\$50.00
Taxi license - annual	\$25.00	\$50.00
- each additional vehicle	\$ 5.00	\$10.00

Resolution. Enclosed is a proposed resolution that would confirm adoption of the 2015 Annual Budget as presented, with estimated property tax millage rates totaling 13.8318 mills, and that would assign balances and appropriations. The proposed resolution would authorize the declaration of City-owned personal property as surplus and to arrange for its sale or disposal; adjustments among line item appropriations so long as the total expenditure budget for the assigned fund is not exceeded; negotiation with and establishment of certain rates for electric-utility customers in response to on-going utility-industry restructuring efforts; continuation of participation in feasibility studies conducted by the Michigan Public Power Agency or other established by the Agency related to power-supply issues and meeting the City's electrical system needs.

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Enclosure



WHEREAS, as required of City Charter provisions, the City Manager has presented to the City of Petoskey City Council the City's proposed annual budget for 2015; and

WHEREAS, as also is required of City Charter provisions, the City Council on November 17, 2014, conducted a public hearing to receive comments concerning these proposed budgets for the City's various funds:

**General Fund**

January 1, 2015 Fund Balance	\$ 3,525,095
Revenues	<u>7,898,600</u>
Expenditures:	
General Governmental Services	1,586,800
Public Safety	2,910,100
Public Works	614,700
Recreation and Cultural	<u>2,719,200</u>
Total Expenditures	<u>7,830,800</u>
December 31, 2015 Fund Balance	\$ <u>3,592,895</u>

**Major Street Fund**

January 1, 2015 Fund Balance	\$ 193,754
Revenues	644,900
Expenditures	<u>588,700</u>
December 31, 2015 Fund Balance	\$ <u>249,954</u>

**Local Street Fund**

January 1, 2015 Fund Balance	\$ 183,043
Revenues	630,500
Expenditures	<u>564,600</u>
December 31, 2015 Fund Balance	\$ <u>248,943</u>

**General Street Fund**

January 1, 2015 Fund Balance	\$ 605,403
Revenues	1,102,000
Expenditures	<u>1,077,800</u>
December 31, 2015 Fund Balance	<u>\$ 629,603</u>

**Tax Increment Finance Authority Fund**

January 1, 2015 Fund Balance	\$ 1,069,802
Revenues	267,000
Expenditures	<u>230,000</u>
December 31, 2015 Fund Balance	<u>\$ 1,106,802</u>

**Library Fund**

January 1, 2015 Fund Balance	\$ 645,052
Revenues	1,151,800
Expenditures	<u>1,132,700</u>
December 31, 2015 Fund Balance	<u>\$ 664,152</u>

**Library Endowment Fund**

January 1, 2015 Fund Balance	\$ 15,990
Revenues	10,100
Expenditures	<u>10,000</u>
December 31, 2015 Fund Balance	<u>\$ 16,090</u>

**Downtown Management Fund**

January 1, 2015 Fund Balance	\$ 169,843
Revenues	134,000
Expenditures	<u>133,700</u>
December 31, 2015 Fund Balance	<u>\$ 170,143</u>

**Downtown Parking Fund**

January 1, 2015 Retained Earnings	\$ 582,728
Revenues	433,400
Expenses	<u>332,200</u>
December 31, 2015 Retained Earnings	\$ <u>683,928</u>

**Right-of-Way Fund**

January 1, 2015 Fund Balance	\$ 614,352
Revenues	1,592,000
Expenditures	<u>1,552,000</u>
December 31, 2015 Fund Balance	\$ <u>654,352</u>

**Electric Fund**

January 1, 2015 Retained Earnings	\$ 21,783,377
Revenues	11,045,700
Expenses	<u>10,828,700</u>
December 31, 2015 Retained Earnings	\$ <u>22,000,377</u>

**Water and Sewer Fund**

January 1, 2015 Retained Earnings	\$ 14,202,804
Revenues	5,325,100
Expenses	<u>4,764,500</u>
December 31, 2015 Retained Earnings	\$ <u>14,763,404</u>

**Motor Pool Fund**

January 1, 2015 Retained Earnings	\$ 2,586,182
Revenues	904,900
Expenses	<u>992,500</u>
December 31, 2015 Retained Earnings	\$ <u>2,498,582</u>



**Building Authority Marina Improvements Bond Fund**

January 1, 2015 Fund Balance	\$	10,156
Revenues		86,100
Expenditures		<u>85,600</u>
December 31, 2015 Fund Balance	\$	<u>10,656</u>

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

January 1, 2015 Fund Balance	\$	15,249
Revenues		220,100
Expenditures		<u>213,100</u>
December 31, 2015 Fund Balance	\$	<u>22,249</u>

WHEREAS, following the public hearing to receive comments concerning the proposed 2015 Annual Budget and its consideration of the proposed budget, the City Council wishes to approve the proposed budgets of these various City funds; and

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby approves the 2015 Annual Budget as presented by the Acting City Manager and as summarized in this resolution; and

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

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

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

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

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

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

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to enter into agreements with the Michigan Department of Transportation for participating costs and fees associated with the installation and maintenance of Traffic Signal Mast Arm Poles, Mast Arms and Signal Components at the intersections of US-31 and Sheridan Street, and US-31 and US-131; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to enter into agreements with the Michigan Department of Transportation for participating costs and fees associated with water and sanitary sewer system improvements related to MDOT's reconstruction of US-31/ Charlevoix Avenue; and

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

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



# **CITY OF PETOSKEY**

## **Schedule of Rates and Charges**

**Effective: January 1, 2015**

Approved by City Council \_\_\_\_\_

Schedule of Rates and Charges  
January 1, 2014

**OFFICE OF CITY MANAGER**

**Business Licenses:**

Auction	\$50 per event
Bed and Breakfast	\$125 initial application; \$50 annually thereafter
Door to Door Sales and Canvassing	\$50
Going Out of Business	\$50, up to 90 days maximum
Hotel Operation	\$50 annually
Outdoor Beverage and Food Service	\$50 annually
Redevelopment Liquor License	\$250
Liquor License – State of Michigan	\$50
Retail Business	\$100 at the business start-up
Taxi License	\$50 annually plus \$10 for each additional vehicle
Transient Merchant	\$25/day; \$75/week; \$200/season
Vacation Rental	\$125 initial application; \$50 annually thereafter

Schedule of Rates and Charges  
January 1, 2014

**OFFICE OF CITY PLANNER**

Zoning Board of Appeals Application	\$300
Site Plan Review:	
Less than one acre	\$250
More than one acre	\$400*
Special Condition Use and Site Plan	\$300
Parking Plan Review	\$200
Special Condition Use and Parking Plan	\$250
Rezoning Application (Map and Text)	\$300
Land Division Review:	
Less than 5 parcels	\$50
More than 5 parcels	\$250
Planned Unit Development Review	\$550*
Special Meeting	\$200

\*Any outside consultant costs incurred in review of the application will be forwarded to the applicant for payment

\*\*Penalty fee will be in addition to regular sign fee amount

**Sign Permit Applications**

Permanent Signs:

Projecting Name Plate	\$20
Overhanging Signs	\$20
Wall mounted Signs	\$20 base plus \$.50/sq. ft. sign area
Freestanding Signs	\$20 base plus \$1.00/sq. ft. sign area
**Fee for installation before approval	\$30

Temporary Signs:

Sandwich Board	\$20
Promotional Event- Directional	\$15
Promotional Event	\$15

Zoning Compliance Permit	\$20
Fence Permit Application	\$20
Zoning Verification Letter	\$50

Schedule of Rates and Charges  
January 1, 2014

**DEPARTMENT OF FINANCE**

Fax – per page	\$1
Copies for public – per page 8.5" x 11"	\$1
Copies for public - large (ex. Plan documents)	\$4
FOIA Requests – hourly rate after 1 <sup>st</sup> hour	\$15
*plus copying and postage costs	
Voter list per Ward: paper copy per ward	\$20
E-mail listing	\$5
Electronic media - \$5.00 cd, plus	\$5
Tax Abatement Application – CFT, IFT, etc.	\$200
Street Open-Cut Deposit	\$500
Residential Utility Deposit - Renters	
Water, Sewer and Electric	\$150
Electric - Only	\$75
Water & Sewer - Only	\$85
*Residential utility deposits are returned after 1 year, if monthly bills are paid on time.	
<b>Electric:</b>	
Service Upgrade	\$150
Temporary Overhead	\$150
Temporary Underground	\$150 plus \$2.00 per foot
<b>Customer provides trenching and installation of conduit, other costs may apply.</b>	
Permanent Overhead:	
1 Phase	\$200
3 Phase	\$300
Permanent Underground:	\$200 plus \$2.00 per foot
<b>Customer provides trenching and installation of conduit, other costs may apply.</b>	
Turn on/off Service:	
During Office Hours - 7:30 A.M. to 4:00 P.M.	\$50
After Office Hours - 4:00 P.M. to 7:30 A.M.	\$150
<b>Water Service:</b>	
Turn on/off Service:	
During Office Hours - 7:30 A.M. to 4:00 P.M.	\$50
After Office Hours - 4:00 P.M. to 7:30 A.M.	\$150
Meter replacement due to damage	\$240
Water Meter Removal and Installation - construction	\$50

Schedule of Rates and Charges  
January 1, 2014

**DEPARTMENT OF FINANCE**

Meter Size	<b><u>Water Capital Charges</u></b>		<b><u>Sewer Capital Charges</u></b>		<b><u>Tap-In Fees</u></b>	
	<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>
5/8"	\$ 900	\$ 1,350	\$ 3,200	\$ 3,200	\$ 1,470	\$ 1,615
3/4"	1,350	2,025	4,800	4,800	1,470	1,615
1"	2,250	3,375	8,000	8,000	1,680	1,845
1-1/2"	4,500	6,750	16,000	16,000	4,360	4,795
2"	7,200	10,800	25,600	25,600	4,640	5,100
3"	15,750	23,625	56,000	56,000	5,040	5,545
4"	27,000	40,500	96,000	96,000	7,075	7,780
6"	56,250	84,375	200,000	200,000	9,730	10,700

Tap-in fees include tapping of the water main by City crews (excavation by owner/contractor) and City supplied valving components for water service connection point at main. Owner/contractor is responsible for all excavating, trenching, service pipe and components from water main connection point to building, street and sidewalk replacements, and right-of-way restorations.

Schedule of Rates and Charges  
January 1, 2014

**DEPARTMENT OF PARKS AND RECREATION**

**Magnus Park**

	Daily	Monthly
Full Hookup	\$25	\$600
Electric Only	\$23	\$545

**Note:** Sewer drop station for non-campers = \$5.00/each time  
Showers for non-campers = \$1.00

**Marina Services**

Daily Launch	\$5.00 per day
Annual Launch	\$25.00 per year
Senior Launch	\$20.00 per year
Pump Out (LOA < 60')	\$5.00 per tank
Pump Out (LOA > 60')	\$10.00 per tank
Pump Out-Seasonal Slip	Free
Block & Cube Ice	\$2.00 per bag

**Marina Seasonal**

30 foot Boat Slip	\$	2,296
38 foot Boat Slip	\$	3,091
42 foot Boat Slip	\$	3,535
45 foot Boat Slip	\$	3,905
60 foot Boat Slip	\$	5,558

**Note::** Continuous slip holders prior to and including the year 1996 are "grandfathered" into the boat length method for rate calculation. Slip holders entering the Marina after 1996 are charged under the state endorsed slip length method of rate calculation.



Schedule of Rates and Charges  
January 1, 2014

**DEPARTMENT OF PARKS AND RECREATION**

**Marina Transient: (Daily well rental- fees per foot rounded to nearest \$1.00)**

<b>&lt;24'</b>	\$ 27.00	<b>37'</b>	\$ 44.00	<b>50'</b>	\$ 69.00	<b>63'</b>	\$ 105.00
<b>25'</b>	28.00	<b>38'</b>	45.00	<b>51'</b>	72.00	<b>64'</b>	106.00
<b>26'</b>	30.00	<b>39'</b>	47.00	<b>52'</b>	73.00	<b>65'</b>	108.00
<b>27'</b>	31.00	<b>40'</b>	49.00	<b>53'</b>	74.00	<b>66'</b>	109.00
<b>28'</b>	32.00	<b>41'</b>	50.00	<b>54'</b>	76.00	<b>67'</b>	111.00
<b>29'</b>	34.00	<b>42'</b>	52.00	<b>55'</b>	78.00	<b>68'</b>	113.00
<b>30'</b>	35.00	<b>43'</b>	54.00	<b>56'</b>	80.00	<b>69'</b>	114.00
<b>31'</b>	37.00	<b>44'</b>	55.00	<b>57'</b>	82.00	<b>70'</b>	116.00
<b>32'</b>	38.00	<b>45'</b>	57.00	<b>58'</b>	83.00	<b>71'</b>	117.00
<b>33'</b>	39.00	<b>46'</b>	58.00	<b>59'</b>	85.00	<b>72'</b>	119.00
<b>34'</b>	40.00	<b>47'</b>	59.00	<b>60'</b>	100.00	<b>73'</b>	120.00
<b>35'</b>	42.00	<b>48'</b>	60.00	<b>61'</b>	101.00	<b>74'</b>	122.00
<b>36'</b>	43.00	<b>49'</b>	62.00	<b>62'</b>	103.00	<b>&gt;75'</b>	CALL

Schedule of Rates and Charges  
January 1, 2014

**DEPARTMENT OF PARKS AND RECREATION**

**Parks Reservation Fees**  
**For Gazebos, Shelters, and Special Areas**

<u>Gazebos</u>	<u>Resident</u>	<u>Non-resident</u>
	(Must live within City Limits)	(Lives outside City Limits)
<b>Sunset Park Gazebo</b>		
9:00 A.M. to Noon	\$50.00	\$100.00
1:00 P.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 8:00 P.M.	\$50.00	\$100.00
<b>Pennsylvania Park Gazebo*</b>		
8:00 A.M. to 11:00 A.M.	\$50.00	\$100.00
Noon to 3:00 P.M.	\$50.00	\$100.00
4:00 P.M. to 7:00 P.M.	\$50.00	\$100.00
 *Exception – Tuesdays Fridays	 11:00 A.M. to 2:00 P.M. 11:00 A.M. to 2:00 P.M. 6:00 P.M. to 9:00 P.M.	 Closed for concert series Closed for concert series Closed for concert series

<u>Shelters</u>	<u>Resident</u>	<u>Non-resident</u>
	(Must live within City Limits)	(Lives outside City Limits)
<b>Bayfront Park Festival Shelter (max. 75 people)</b>		
11:00 A.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to 9:00 P.M.	\$75.00	\$125.00
<b>Bear River Shelter (maximum 140 people)</b>		
11:00 A.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to 9:00 P.M.	\$75.00	\$125.00
<b>Mineral Well Shelter (maximum 32 people)</b>		
11:00 A.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 9:00 P.M.	\$50.00	\$100.00
<b>Waterfall Area (maximum 150 people)</b>		
10:00 A.M. to 1:00 P.M.	\$75.00	\$125.00
2:00 P.M. to 5:00 P.M.	\$75.00	\$125.00
6:00 P.M. to 9:00 P.M.	\$75.00	\$125.00
<i>Request for Picnic Tables (specify park event)</i>		
<i>Maximum of ten (if available)</i>	\$50.00	\$100.00
<b>Winter Sports Park</b>		
Skate Rental (reduced price for schools & non-profit groups - \$2/person		\$5.00 per person
Facility (group must clean)		\$25.00
Hockey Rink 1 hour block (Zamboni once)		\$25.00
<b>Sports Fields – Non-affiliated Sports Groups</b>		
Unlighted Ball Field	\$ 50.00 per fitting with a three game block	
Lacrosse Field	\$150.00 per striping with a two day maximum	
Soccer Field	\$150.00 per striping with a two day maximum	

\*\* Groups must provide proof of insurance and verify coverage with the City of Petoskey listed as co-insured.

**Cancellation Fees**

A cancellation fee of \$25.00 will be assessed if a reservation is cancelled five days prior to the event and the full reservation fee will be assessed if the reservation is cancelled less than five days prior to the event unless the facility is closed due to weather.

Schedule of Rates and Charges  
January 1, 2014

**DEPARTMENT OF PUBLIC SAFETY**

Accident Report Copies	\$2.00
Police Report Copies	\$3.00 first page and \$1.00 additional pages
DVD Copies	\$45.00
Digital Photograph copies	\$3.00 each page
CD-ROM Photo Reproduction	\$ 7.50 per CD

Accident reports can be released at the time of the request, provided they are in fact complete and available. Officers have ten days from the time of the accident to complete a report. To obtain police reports, photos, or copies of videos a Freedom of Information Request Form must be filled out. The request will then be reviewed by the Director or the Lieutenant on duty at the time of the request.

**DEPARTMENT OF PUBLIC WORKS**

Right-of-Way Excavating/Occupancy Deposit	\$500.00
Permit to Use Public Right-of-Way Fee	\$ 50.00
Soil Erosion and Sediment Control Permit	



**BOARD:** City Council

**MEETING DATE:** November 17, 2014

**PREPARED:** November 9, 2014

**AGENDA SUBJECT:** Property Tax Administration Fee

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

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Background. City Council at their November 1, 2014 meeting directed a separate item be included on the agenda for discussion and possible action on the implementation of the 1% Property Tax Administration Fee.

The City of Petoskey is required to collect property taxes on behalf of five other taxing jurisdictions including; Emmet County, Public Schools of Petoskey, Charlevoix- Emmet Intermediate School District, North Central Michigan College, and Greenwood Cemetery. In addition to administrative expenses associated with assessing and collection duties, the City is responsible for defending each of these jurisdictions when tax appeals are filed.

The Michigan General Property Tax Law allows a local property tax collecting unit to add a property tax administration fee of not more than 1% of the total tax bill per parcel. A property tax administration fee is defined as a fee to offset costs incurred by a collecting unit in assessing property values, in collecting the property tax levies, and in the review and appeal processes. The fee is provided by State law as a revenue source to avoid placing an unfunded mandate on tax collecting units.

The City of Petoskey currently incurs annual expenses of approximately \$138,600 for assessing and \$65,800 for collection of taxes for all governmental entities that impose a millage on property within the City. In addition, the City upgraded software related to assessing and tax collection, costing nearly \$15,000 in expense.

City Council beginning in 2001 discontinued collection of the 1% property tax administration fee and reinstated the fee for 2014, which will provide \$201,000 in revenue and is estimated to raise \$213,000 in 2015. Thirteen of the eighteen tax collecting units in Emmet County collect the administration fee.

Action. Enclosed is a proposed resolution that would authorize implementation of the 1% property tax administration fee.

sb  
Enclosure



# City of Petoskey

## Resolution

WHEREAS, as required by City Charter provisions, the Acting City Manager on November 3, 2014, presented to the City Council the City's proposed annual budget for the 2015 fiscal year; and

WHEREAS, as also required by City Charter provisions, the City Council on November 17, 2014, conducted a public hearing to receive comments concerning the proposed budget, which includes the continuation of a Property Tax Administration Fee as a source of revenue in the General Fund, to cover the costs of assessing property tax values, administering the tax collection process and defending property assessments:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby authorizes a 1% property tax administration fee to be placed on all property tax bills as provided by State law.



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 17, 2014

**PREPARED:** November 12, 2014

**AGENDA SUBJECT:** Closed Session Authorization Resolution

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

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Under provisions of MCL 15.268, Section 8(c) of the Michigan Open Meetings Act, the Acting City Manager will ask that the City Council adopt the enclosed proposed resolution that would authorize recess to a closed session for discussion connected with the negotiation of a collective bargaining agreement.

sb  
Enclosure



# City of Petoskey

## Resolution

WHEREAS, the Acting City Manager has requested that the City Council recess to a closed session pursuant to Section 8(c) of the Open Meetings Act for discussion connected with the negotiation of a collective bargaining agreement, following the conclusion of routine business at the City Council's regular meeting of November 17, 2014:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby authorizes to recess to closed session.