



CITY COUNCIL

December 7, 2015

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. Consent Agenda - Adoption of a proposed resolution that would confirm approval of the following:
 - (a) November 16, 2015 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since November 16, 2015
5. Miscellaneous Public Comments
6. City Manager Updates
7. Old Business
 - (a) Further discussion and possible adoption of the City's proposed recommended 2016 Annual Budget
 - (b) Discussion of Fire Equipment Needs Assessment/Funding Options Report
8. New Business
 - (a) Adoption of a proposed resolution that would authorize the purchase of 43 Self-Contained Breathing Apparatus (SCBA) for the Department of Public Safety and Department of Public Works Water and Sewer employees
 - (b) Consideration to submit an application to the Rotary Club of Petoskey for potential funding of firefighting equipment
9. City Council Comments
10. Closed Session - Adoption of a proposed resolution that would authorize to adjourn to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider written communications protected by the attorney-client privilege and exempt from disclosure under Section 13(1)(h) of the Freedom of Information Act
11. Adjournment



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 7, 2015 **PREPARED:** December 3, 2015

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

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

- (1) Draft minutes of the November 16, 2015 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 16 for contract and vendor claims at \$676,783.02, intergovernmental claims at \$42,069.81, and the November 19 and December 3 payrolls at \$429,387.65 for a total of \$1,148,240.48.

sb
Enclosures



CITY COUNCIL

November 16, 2015

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, November 16, 2015. This meeting was called to order at 7:00 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

Present: William Fraser, Mayor
Kate Marshall, City Councilmember
John Murphy, City Councilmember
Grant Dittmar, City Councilmember
Jeremy Wills, City Councilmember

Absent: None

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, Director of Public Safety John Calabrese and Downtown Director Becky Goodman.

Resolution No. 18914
Confirm Special Assessment Roll

A public hearing was held to receive comments on the proposed special assessment roll that would spread costs of downtown-area programs and services during 2016, as requested by the Downtown Management Board. The DMB's recommended assessment formula is the same rate as last year 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 were received concerning the proposed roll.

Mayor Fraser opened the public hearing at 7:03 P.M. and there were no comments.

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

WHEREAS, the City Council on October 5, 2015, reviewed a report of September 29, 2015, 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 19, 2015, 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 19 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 2, 2015; 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 16, 2015, to receive comments concerning the proposed special-assessment roll, and directed the City staff to publish a notice of the November 16, 2015 public hearing and to notify potentially affected property owners of said hearing; and

WHEREAS, the City Council conducted its November 16 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.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Budget and Tax-Levy
Public Hearing

A public hearing was held to receive comments concerning the City's proposed 2016 Annual Budget and recommended property-tax-millage rates for 2016.

The City's proposed 2016 Annual Budget was initially presented and briefly discussed at the November 2 City Council meeting. At the November 2 City Council meeting, a public hearing was scheduled for November 16, 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 2016.)

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.

The November 16 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 Manager reviewed the revised budget eliminating the 1% Property Tax Administration Fee due to a possible issue with proposed millage rate for a Public Safety millage; reviewed Library Fund changes approved by the Library Board; and reviewed an error in the Right-of-Way Fund.

Mayor Fraser opened the public hearing at 7:10 P.M. and heard from Ted Pall, 603 East Lake Street, concerning employee pension plans; Clark Elwood, 6494 Bay Ridge Drive, suggested reducing all increases to rate of inflation and that recreation costs are not covered and user fees should be increased or programs eliminated; and Joe Baird, 923 State Street, commented on the overall increase in the General Fund budget when compared to the 2015 actual budget.

City Councilmembers discussed reductions to the proposed budget verses using cash reserves to fund the difference; reviewed current tax burden on citizens; and desire to not cut services.

Resolution No. 18915
Approve Consent Agenda Items

Following introduction of the consent agenda for this meeting of November 16, 2015, City Councilmember Dittmar moved that, seconded by City Councilmember Wills adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the November 2, 2015 regular-session City Council meeting be and are hereby approved; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since November 2 for contract and vendor claims at \$861,365.72, intergovernmental claims at \$21,861.92, and the November 5 payroll at \$169,772.94, for a total of \$1,053,000.58 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Hear Public Comment

Mayor Fraser asked for public comments and heard from Ted Pall, 603 East Lake Street, concerning the Hemingway statue and that there is no compelling reason for Council to change the approved location based on recent comments and that donors should not solely be allowed to determine where their donation will be place.

was Hear City Manager Updates

The City Manager reviewed that the City Planner moving forward with the Redevelopment Ready Community certification process; that the Crooked Tree Arts Center is having a New Year's Eve ball drop and that some streets will be closed and traffic detoured; that the public safety equipment discussion will occur at the next City Council meeting; commended Public Safety staff for life saving efforts at a recent accident near the Bear River; that the property maintenance issue has been resolved on Liberty Street; and the property maintenance issue on Michigan Street is moving forward.

Discuss 1% Property Tax
Administration Fee

The City Manager next reported that at the November 2, 2015 City Council meeting there was discussion about a 1% Property Tax Administration Fee that was included in the proposed 2016 Annual Budget. City Council directed staff to further discuss as a separate item at the next regular scheduled meeting, November 16.

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 City pays for all legal costs associated with tax tribunal cases.

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 \$210,000 for assessing that includes costs for City Assessor, City Attorney, Accounting Department and Director of Finance costs as well as some software and hardware computer costs. A 1% Administration Fee amounts to \$221,000 in additional revenues. Beginning in 2001, City Council discontinued collection of the 1% Property Tax Administration Fee and reinstated the fee for 2014. The fee was not included in the current 2015 Budget. Thirteen of the eighteen tax collecting units in Emmet County collect the administration fee.

The City Manager reviewed that following the 1% Tax Administration Fee discussion was a future agenda item regarding a possible mill levy increase to pay for aging fire-equipment. Some City Councilmembers voiced their concerns about the inability of senior citizens on fixed incomes and families of lower economic means to afford both the tax administration fee and a possible mill levy increase. This observation could create economic hardships for many senior citizens and families as well as diminish the chances of voter approval of a public safety millage.

The City Manager recommended waiving the 1% fee for 2016 considering that City Council will move forward with placing a millage question on the ballot in 2016 to pay for the costs of fire-fighting equipment. Eliminating the 1% fee will reduce the General Fund by \$221,000, requiring the City to dip into General Fund Reserves by an estimated \$154,600.

City Councilmembers discussed the fee and that it should not be included or used to balance the annual budget and not be discussed in regards to funding the capital improvements.

Mayor Fraser asked for public comments and heard comments concerning expenditures vs. revenues and the negative public views on Property Tax Administration Fee.

Continued Review of 2016
Annual Budget

Administration Fee and that City staff balance the budget by reducing the deficit and not use General Fund cash reserves.

Staff will review General Fund budget to reduce the proposed deficit amount and discuss further at the next Council meeting.

Mayor Fraser asked for public comments and heard a comment that expenses need to be reduced.

Discuss Crossing Guards – E. Mitchell
Kalamazoo and Hill St. Intersections

The City Manager reviewed that at one time the Public Safety Department had 4 crossing guards. The City has never had a crossing guard at the intersections of East Mitchell Street and Kalamazoo Avenue or Hill Street and Kalamazoo Avenue. Over the years, Public Safety has seen a drastic decrease in the number of students walking to school, the number of crossing guards has been reduced to one, which is located at the intersection of Jennings Avenue and Northmen Drive. The other three locations no longer warranted a crossing guard based on studies conducted.

The Director of Public Safety reviewed that mandated budget cuts during the 2011 and 2012 budget years resulted in cuts in the line item that pays for the crossing guards and seasonal park cadets and that funding has not been restored. In addition to a reduction in crossing guards, Public Safety went from having 4 cadets each summer to none, and then two. The pay for a crossing guard is \$10.50 for the morning crossing, and \$10.50 for the afternoon (\$21.00 per day). The yearly cost is about \$3,800 per crossing guard.

The Director of Public Safety also reviewed that Lt. Randy Weston conducted a gap study and traffic survey on both intersections which is recommended by AAA Community Safety Services, and that Lt. Weston has been trained and certified to conduct these studies. The gap study is used to determine the number and length of safe crossing opportunities available at a student crossing.

The study conducted indicated that the number of minimum safe crossing times and the length of each crossing time are acceptable. The Public Safety Department recommended that crossing guards are not warranted at the intersections of East Mitchell Street and Kalamazoo Avenue or Hill Street and Kalamazoo Avenue.

Hear Council Comments

Mayor Fraser asked for Council comments and there were no comments.

There being no further business to come before the City Council, this November 16, 2015, meeting of the City Council adjourned at 8:45 P.M.

W.J. Fraser, Mayor

Alan Terry, City Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/15	11/16/2015	68326	B & L SOUND	101-345-775.000	29.66- V
11/15	11/16/2015	68326	B & L SOUND	592-691-775.000	50.98- V
11/15	11/18/2015	68847	AFLAC	701-000-230.180	370.83
11/15	11/18/2015	68848	AL & JIM'S TREE SERVICE	204-784-802.000	450.00
11/15	11/18/2015	68849	AMERICAN PUBLIC WORKS ASSOC.	204-481-802.000	360.00
11/15	11/18/2015	68850	AT & T MOBILITY	518-539-920.000	276.85
11/15	11/18/2015	68851	AT&T LONG DISTANCE	582-595-850.000	4.33
11/15	11/18/2015	68852	BEAR CREEK TOWNSHIP	271-080-405.000	147.83
11/15	11/18/2015	68853	BENCHMARK ENGINEERING INC.	204-481-802.000	1,728.00
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-172-719.000	449.78
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-215-719.000	1,688.31
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-228-719.000	1,238.53
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-400-719.000	449.78
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-441-719.000	1,733.94
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-345-719.000	16,786.00
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-265-719.000	563.38
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-266-719.000	1,233.84
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-730-719.000	548.09
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-770-719.000	1,636.52
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-773-719.000	302.38
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-774-719.000	1,757.94
11/15	11/18/2015	68854	BLUE CARE NETWORK	101-789-719.000	2,532.56-
11/15	11/18/2015	68854	BLUE CARE NETWORK	204-481-719.000	2,799.92
11/15	11/18/2015	68854	BLUE CARE NETWORK	271-540-719.000	2,477.06
11/15	11/18/2015	68854	BLUE CARE NETWORK	518-539-719.000	1,035.14
11/15	11/18/2015	68854	BLUE CARE NETWORK	582-595-719.000	3,496.98
11/15	11/18/2015	68854	BLUE CARE NETWORK	592-685-719.000	2,254.11
11/15	11/18/2015	68855	BLUE CROSS\BLUE SHIELD - MICH.	101-172-719.000	1,003.82
11/15	11/18/2015	68855	BLUE CROSS\BLUE SHIELD - MICH.	101-201-719.000	1,881.96
11/15	11/18/2015	68855	BLUE CROSS\BLUE SHIELD - MICH.	101-441-719.000	1,749.82
11/15	11/18/2015	68855	BLUE CROSS\BLUE SHIELD - MICH.	101-345-719.000	4,871.34
11/15	11/18/2015	68855	BLUE CROSS\BLUE SHIELD - MICH.	204-481-719.000	529.07
11/15	11/18/2015	68855	BLUE CROSS\BLUE SHIELD - MICH.	271-540-719.000	3,555.07
11/15	11/18/2015	68855	BLUE CROSS\BLUE SHIELD - MICH.	582-595-719.000	1,474.32
11/15	11/18/2015	68855	BLUE CROSS\BLUE SHIELD - MICH.	592-705-719.000	470.04
11/15	11/18/2015	68855	BLUE CROSS\BLUE SHIELD - MICH.	592-685-719.000	2,994.14
11/15	11/18/2015	68856	CARTER'S IMAGEWEAR & AWARDS	101-773-935.000	15.00
11/15	11/18/2015	68857	CITY OF PETOSKEY - DMB	280-739-905.000	800.00
11/15	11/18/2015	68858	COVEYOU SCENIC FARM MARKET	280-540-233.000	2,109.00
11/15	11/18/2015	68859	CYNERGYCOMM.NET INC.	271-540-802.000	456.69
11/15	11/18/2015	68860	DELTA DENTAL	101-172-719.000	81.13
11/15	11/18/2015	68860	DELTA DENTAL	101-201-719.000	256.71
11/15	11/18/2015	68860	DELTA DENTAL	101-215-719.000	69.57
11/15	11/18/2015	68860	DELTA DENTAL	101-228-719.000	111.17
11/15	11/18/2015	68860	DELTA DENTAL	101-400-719.000	34.57
11/15	11/18/2015	68860	DELTA DENTAL	101-441-719.000	195.66
11/15	11/18/2015	68860	DELTA DENTAL	101-345-719.000	1,077.94
11/15	11/18/2015	68860	DELTA DENTAL	101-265-719.000	28.58
11/15	11/18/2015	68860	DELTA DENTAL	101-266-719.000	69.59
11/15	11/18/2015	68860	DELTA DENTAL	101-730-719.000	23.57
11/15	11/18/2015	68860	DELTA DENTAL	101-770-719.000	130.34
11/15	11/18/2015	68860	DELTA DENTAL	101-773-719.000	19.23

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/15	11/18/2015	68860	DELTA DENTAL	101-774-719.000	128.59
11/15	11/18/2015	68860	DELTA DENTAL	101-789-719.000	36.77-
11/15	11/18/2015	68860	DELTA DENTAL	204-481-719.000	131.70
11/15	11/18/2015	68860	DELTA DENTAL	271-540-719.000	399.09
11/15	11/18/2015	68860	DELTA DENTAL	518-539-719.000	64.09
11/15	11/18/2015	68860	DELTA DENTAL	582-595-719.000	340.97
11/15	11/18/2015	68860	DELTA DENTAL	592-705-719.000	66.31
11/15	11/18/2015	68860	DELTA DENTAL	592-685-719.000	309.42
11/15	11/18/2015	68861	DERRER OIL CO.	661-540-751.000	1,966.76
11/15	11/18/2015	68862	DESIGNBOT CREATIVE	271-540-802.000	56.25
11/15	11/18/2015	68863	DJ McQuestion & Sons	592-010-158.000	10,733.67
11/15	11/18/2015	68864	DORNBOS SIGN INC.	202-475-775.000	24.10
11/15	11/18/2015	68864	DORNBOS SIGN INC.	202-475-775.000	121.98
11/15	11/18/2015	68865	DUNKEL EXCAVATING SERVICES INC.	204-448-802.000	1,575.00
11/15	11/18/2015	68866	EMMET COUNTY CLERK	101-191-727.000	1,910.28
11/15	11/18/2015	68867	ENGLEBRECHT, ROBERT	101-209-802.000	3,750.00
11/15	11/18/2015	68868	ETNA SUPPLY	592-010-111.000	18.00
11/15	11/18/2015	68868	ETNA SUPPLY	592-673-802.000	100.00
11/15	11/18/2015	68868	ETNA SUPPLY	592-676-802.000	160.02
11/15	11/18/2015	68868	ETNA SUPPLY	592-673-775.000	896.81
11/15	11/18/2015	68868	ETNA SUPPLY	592-675-775.000	563.71
11/15	11/18/2015	68869	FETTIG'S LANDSCAPING INC.	101-770-802.000	650.00
11/15	11/18/2015	68869	FETTIG'S LANDSCAPING INC.	202-467-802.000	100.00
11/15	11/18/2015	68869	FETTIG'S LANDSCAPING INC.	101-789-802.000	50.00
11/15	11/18/2015	68869	FETTIG'S LANDSCAPING INC.	101-266-802.000	150.00
11/15	11/18/2015	68870	GALLS LLC	101-345-775.000	263.90
11/15	11/18/2015	68871	GIBSON EXCAVATING LLC	592-693-802.000	1,850.00
11/15	11/18/2015	68871	GIBSON EXCAVATING LLC	592-677-802.000	1,270.00
11/15	11/18/2015	68871	GIBSON EXCAVATING LLC	592-673-802.000	4,377.50
11/15	11/18/2015	68871	GIBSON EXCAVATING LLC	592-675-802.000	3,990.00
11/15	11/18/2015	68872	GOODMAN, BECKY	518-539-802.100	40.32
11/15	11/18/2015	68872	GOODMAN, BECKY	518-539-802.100	36.56
11/15	11/18/2015	68872	GOODMAN, BECKY	280-739-905.000	52.97
11/15	11/18/2015	68873	GREAT LAKES ENERGY	592-634-920.000	95.21
11/15	11/18/2015	68873	GREAT LAKES ENERGY	592-700-920.000	60.34
11/15	11/18/2015	68873	GREAT LAKES ENERGY	101-345-920.100	353.90
11/15	11/18/2015	68873	GREAT LAKES ENERGY	592-634-920.000	102.31
11/15	11/18/2015	68874	GREENWELL MACHINE SHOP	592-675-802.000	56.20
11/15	11/18/2015	68875	GRULER'S FARM SUPPLY INC.	101-345-775.000	19.50
11/15	11/18/2015	68875	GRULER'S FARM SUPPLY INC.	101-770-775.000	11.25
11/15	11/18/2015	68876	HALEY'S PLUMBING & HEATING	592-693-802.000	72.00
11/15	11/18/2015	68876	HALEY'S PLUMBING & HEATING	592-630-802.000	153.94
11/15	11/18/2015	68876	HALEY'S PLUMBING & HEATING	592-675-802.000	156.00
11/15	11/18/2015	68876	HALEY'S PLUMBING & HEATING	592-693-802.000	121.65
11/15	11/18/2015	68877	HOFFMAN'S SONS, JIM	101-770-802.000	211.97
11/15	11/18/2015	68877	HOFFMAN'S SONS, JIM	101-770-802.000	120.00
11/15	11/18/2015	68878	HUBBELL ROTH & CLARK INC.	592-685-802.000	162.97
11/15	11/18/2015	68878	HUBBELL ROTH & CLARK INC.	592-705-802.000	160.38
11/15	11/18/2015	68878	HUBBELL ROTH & CLARK INC.	592-705-802.000	160.38
11/15	11/18/2015	68878	HUBBELL ROTH & CLARK INC.	592-705-802.000	325.92
11/15	11/18/2015	68878	HUBBELL ROTH & CLARK INC.	592-685-802.000	243.15
11/15	11/18/2015	68878	HUBBELL ROTH & CLARK INC.	592-705-802.000	1,401.92

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/15	11/18/2015	68879	INGRAM LIBRARY SERVICES	271-540-748.000	338.11
11/15	11/18/2015	68879	INGRAM LIBRARY SERVICES	271-540-745.000	2,709.44
11/15	11/18/2015	68879	INGRAM LIBRARY SERVICES	271-540-746.000	83.85
11/15	11/18/2015	68879	INGRAM LIBRARY SERVICES	271-540-749.000	141.03
11/15	11/18/2015	68880	INTEGRITY BUSINESS SOLUTIONS	518-539-775.000	85.55
11/15	11/18/2015	68880	INTEGRITY BUSINESS SOLUTIONS	518-539-775.000	.99
11/15	11/18/2015	68881	JESPERSON'S RESTAURANT	280-739-905.000	333.00
11/15	11/18/2015	68882	K & J SEPTIC SERVICE LLC	101-770-802.000	310.00
11/15	11/18/2015	68883	KEEL, STEPHEN	592-685-956.000	248.87
11/15	11/18/2015	68884	KSS ENTERPRISES	271-540-725.000	142.21
11/15	11/18/2015	68885	LEE ROOFING INC.	271-540-932.000	388.19
11/15	11/18/2015	68886	LIBRARY NETWORK, THE	271-540-976.000	1,725.00
11/15	11/18/2015	68887	MC SPORTS	101-774-753.030	23.99
11/15	11/18/2015	68888	MEAD & HUNT	592-675-802.000	1,200.00
11/15	11/18/2015	68888	MEAD & HUNT	592-698-802.000	360.00
11/15	11/18/2015	68889	MEGGIT TRAINING SYSTEMS INC.	101-345-976.000	1,153.14
11/15	11/18/2015	68890	MICH. WATER ENVIRONMENT ASSOC.	592-705-956.000	250.00
11/15	11/18/2015	68891	MICHIGAN KENWORTH LLC	661-540-933.000	1,309.84
11/15	11/18/2015	68892	MOVIE LICENSING USA	271-540-958.000	75.00
11/15	11/18/2015	68893	MUNICIPAL CODE CORPORATION	101-215-802.000	1,578.19
11/15	11/18/2015	68894	NORTH CENTRAL LABORATORIES	592-692-775.000	2,514.52
11/15	11/18/2015	68895	NORTHERN MI FIRE CHIEFS ASSOC	101-345-957.000	25.00
11/15	11/18/2015	68896	NORTHERN MICHIGAN REVIEW INC.	271-540-900.000	128.92
11/15	11/18/2015	68896	NORTHERN MICHIGAN REVIEW INC.	271-540-900.000	625.00
11/15	11/18/2015	68896	NORTHERN MICHIGAN REVIEW INC.	101-215-727.000	456.48
11/15	11/18/2015	68897	OCLC INC.	271-540-802.000	38.01
11/15	11/18/2015	68898	OMNIPARK INC.	518-539-775.000	237.00
11/15	11/18/2015	68899	ON DUTY GEAR LLC	101-345-976.000	1,046.76
11/15	11/18/2015	68900	PERFORMANCE PAINTING	592-672-802.000	714.00
11/15	11/18/2015	68900	PERFORMANCE PAINTING	592-630-802.000	64.00
11/15	11/18/2015	68901	SHORELINE POWER SERVICES INC.	592-693-802.000	423.00
11/15	11/18/2015	68901	SHORELINE POWER SERVICES INC.	592-697-802.000	1,545.49
11/15	11/18/2015	68901	SHORELINE POWER SERVICES INC.	592-697-802.000	1,203.42
11/15	11/18/2015	68901	SHORELINE POWER SERVICES INC.	592-630-802.000	394.50
11/15	11/18/2015	68902	Simply Sweet By Jessica	518-539-998.000	48.00
11/15	11/18/2015	68903	SPIERLING TRUCKING & EXCAVAT.	202-010-158.000	1,500.00
11/15	11/18/2015	68904	Stachnik, Robert and Nancy	703-040-222.215	201.54
11/15	11/18/2015	68904	Stachnik, Robert and Nancy	703-040-228.215	249.33
11/15	11/18/2015	68904	Stachnik, Robert and Nancy	703-040-229.215	160.32
11/15	11/18/2015	68904	Stachnik, Robert and Nancy	703-040-230.215	337.59
11/15	11/18/2015	68904	Stachnik, Robert and Nancy	703-040-231.215	75.03
11/15	11/18/2015	68904	Stachnik, Robert and Nancy	703-040-236.215	744.42
11/15	11/18/2015	68904	Stachnik, Robert and Nancy	703-040-237.215	160.76
11/15	11/18/2015	68904	Stachnik, Robert and Nancy	703-040-233.000	28.08
11/15	11/18/2015	68905	STRUBLE, CHRIS	280-739-905.000	175.00
11/15	11/18/2015	68906	THRU GLASS WINDOW CLEANING	518-539-802.100	25.00
11/15	11/18/2015	68907	TIME EMERGENCY EQUIPMENT	101-345-976.000	103.07
11/15	11/18/2015	68907	TIME EMERGENCY EQUIPMENT	101-345-976.000	126.12
11/15	11/18/2015	68908	Utility Contracting Sparta	592-698-802.000	550.00
11/15	11/18/2015	68908	Utility Contracting Sparta	202-451-802.000	550.00
11/15	11/18/2015	68909	VERIZON WIRELESS	101-345-850.000	65.19
11/15	11/18/2015	68909	VERIZON WIRELESS	204-481-850.000	7.46

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/15	11/18/2015	68909	VERIZON WIRELESS	592-685-850.000	19.83
11/15	11/18/2015	68909	VERIZON WIRELESS	582-595-850.000	7.28
11/15	11/18/2015	68909	VERIZON WIRELESS	592-634-920.000	400.22
11/15	11/18/2015	68910	WALTERS SHARPENING SERVICE INC	661-540-931.000	38.50
11/15	11/18/2015	68911	White Tail Drilling, L.L.C	592-675-802.000	2,400.00
11/15	11/18/2015	68912	WILDLIFE MANAGEMENT AND	271-540-932.000	98.00
11/15	11/18/2015	68913	WLXT-FM	280-540-250.000	1,200.00
11/15	11/18/2015	68914	RYAN BROTHERS INC.	204-448-802.000	1,826.00
11/15	11/25/2015	68915	ACH-CHILD SUPPORT	701-000-230.160	1,053.79
11/15	11/25/2015	68916	ACH-EFTPS	701-000-230.100	19,506.04
11/15	11/25/2015	68916	ACH-EFTPS	701-000-230.200	10,206.84
11/15	11/25/2015	68916	ACH-EFTPS	701-000-230.200	10,206.84
11/15	11/25/2015	68916	ACH-EFTPS	701-000-230.200	2,387.08
11/15	11/25/2015	68916	ACH-EFTPS	701-000-230.200	2,387.08
11/15	11/25/2015	68917	ACH-ICMA 457	701-000-230.700	803.83
11/15	11/25/2015	68917	ACH-ICMA 457	701-000-230.700	4,978.61
11/15	11/25/2015	68918	AIRGAS USA LLC	661-540-730.000	46.34
11/15	11/25/2015	68918	AIRGAS USA LLC	661-540-730.000	45.41
11/15	11/25/2015	68919	ALLIANCE ENTERTAINMENT	271-540-749.000	52.48
11/15	11/25/2015	68919	ALLIANCE ENTERTAINMENT	271-540-749.000	94.72
11/15	11/25/2015	68920	AMAZON CREDIT PLAN	271-540-976.000	166.00
11/15	11/25/2015	68920	AMAZON CREDIT PLAN	271-540-976.000	191.99
11/15	11/25/2015	68920	AMAZON CREDIT PLAN	271-540-727.000	4.99
11/15	11/25/2015	68920	AMAZON CREDIT PLAN	271-540-976.000	339.95
11/15	11/25/2015	68920	AMAZON CREDIT PLAN	271-540-958.100	43.78
11/15	11/25/2015	68921	Anderson & Girls Orchards LLC	280-540-232.000	1,000.00
11/15	11/25/2015	68922	AT&T	101-789-850.000	59.81
11/15	11/25/2015	68922	AT&T	592-634-850.000	87.09
11/15	11/25/2015	68922	AT&T	592-634-850.000	88.24
11/15	11/25/2015	68922	AT&T	592-634-850.000	80.99
11/15	11/25/2015	68922	AT&T	592-634-850.000	88.24
11/15	11/25/2015	68922	AT&T	592-634-850.000	88.24
11/15	11/25/2015	68922	AT&T	592-634-850.000	88.24
11/15	11/25/2015	68922	AT&T	101-773-850.000	149.35
11/15	11/25/2015	68922	AT&T	101-770-850.000	82.74
11/15	11/25/2015	68922	AT&T	592-705-850.000	165.47
11/15	11/25/2015	68922	AT&T	592-700-920.000	77.82
11/15	11/25/2015	68922	AT&T	582-597-850.000	126.86
11/15	11/25/2015	68923	BECKETT & RAEDER INC.	101-010-158.000	8,735.00
11/15	11/25/2015	68923	BECKETT & RAEDER INC.	101-010-158.000	500.00
11/15	11/25/2015	68923	BECKETT & RAEDER INC.	101-010-158.000	1,135.00
11/15	11/25/2015	68924	BELLEROC TIRE/GAYLORD 058	661-540-933.000	4,231.23
11/15	11/25/2015	68925	BOOHER & ASSOCIATES	518-539-977.000	1,999.70
11/15	11/25/2015	68926	BOYNE CITY TIRE & BRAKE	661-540-933.000	744.72
11/15	11/25/2015	68926	BOYNE CITY TIRE & BRAKE	661-540-933.000	747.44
11/15	11/25/2015	68927	CARTER'S IMAGEWEAR & AWARDS	101-201-727.000	13.00
11/15	11/25/2015	68927	CARTER'S IMAGEWEAR & AWARDS	101-345-976.000	1,245.00
11/15	11/25/2015	68928	CHAR-EM UNITED WAY	701-000-230.800	62.45
11/15	11/25/2015	68929	CHILD'S WORLD, THE	271-540-746.000	194.88
11/15	11/25/2015	68930	CINTAS CORP #729	582-595-725.000	41.80
11/15	11/25/2015	68930	CINTAS CORP #729	592-685-725.000	18.48
11/15	11/25/2015	68930	CINTAS CORP #729	592-705-725.000	18.48

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/15	11/25/2015	68930	CINTAS CORP #729	204-481-935.000	41.58
11/15	11/25/2015	68930	CINTAS CORP #729	582-597-802.000	28.33
11/15	11/25/2015	68930	CINTAS CORP #729	582-595-725.000	41.80
11/15	11/25/2015	68930	CINTAS CORP #729	592-685-725.000	18.48
11/15	11/25/2015	68930	CINTAS CORP #729	592-705-725.000	18.48
11/15	11/25/2015	68930	CINTAS CORP #729	204-481-935.000	41.58
11/15	11/25/2015	68930	CINTAS CORP #729	582-597-802.000	28.33
11/15	11/25/2015	68930	CINTAS CORP #729	582-595-725.000	41.80
11/15	11/25/2015	68930	CINTAS CORP #729	592-685-725.000	18.48
11/15	11/25/2015	68930	CINTAS CORP #729	592-705-725.000	18.48
11/15	11/25/2015	68930	CINTAS CORP #729	204-481-935.000	41.58
11/15	11/25/2015	68930	CINTAS CORP #729	101-266-802.000	14.07
11/15	11/25/2015	68930	CINTAS CORP #729	101-266-802.000	14.07
11/15	11/25/2015	68930	CINTAS CORP #729	592-693-802.000	49.39
11/15	11/25/2015	68930	CINTAS CORP #729	592-693-802.000	49.39
11/15	11/25/2015	68931	CINTAS CORPORATION	582-597-932.000	182.89
11/15	11/25/2015	68931	CINTAS CORPORATION	582-597-932.000	143.02
11/15	11/25/2015	68931	CINTAS CORPORATION	661-540-725.000	143.02
11/15	11/25/2015	68932	CITY TREAS. FOR GENERAL FUND	703-040-230.215	6,364.95
11/15	11/25/2015	68932	CITY TREAS. FOR GENERAL FUND	703-040-230.215	407.60
11/15	11/25/2015	68932	CITY TREAS. FOR GENERAL FUND	703-040-233.000	908.45
11/15	11/25/2015	68932	CITY TREAS. FOR GENERAL FUND	703-040-233.000	17.14
11/15	11/25/2015	68933	CITY TREAS. FOR LIBRARY FUND	703-040-231.215	1,505.20
11/15	11/25/2015	68933	CITY TREAS. FOR LIBRARY FUND	703-040-233.000	63.35
11/15	11/25/2015	68934	CITY TREAS. FOR R.O.W.	703-040-229.215	3,216.36
11/15	11/25/2015	68934	CITY TREAS. FOR R.O.W.	703-040-233.000	135.36
11/15	11/25/2015	68935	CIVIC SYSTEMS LLC	101-201-801.000	2,000.00
11/15	11/25/2015	68936	COMPLETE PAINT & SUPPLIES	101-266-775.000	37.00
11/15	11/25/2015	68937	CONSUMERS ENERGY	592-700-920.000	64.69
11/15	11/25/2015	68937	CONSUMERS ENERGY	592-634-920.000	3,651.09
11/15	11/25/2015	68937	CONSUMERS ENERGY	592-700-920.000	67.12
11/15	11/25/2015	68937	CONSUMERS ENERGY	592-700-920.000	153.44
11/15	11/25/2015	68937	CONSUMERS ENERGY	592-700-920.000	89.25
11/15	11/25/2015	68937	CONSUMERS ENERGY	592-700-920.000	67.78
11/15	11/25/2015	68937	CONSUMERS ENERGY	592-700-920.000	113.79
11/15	11/25/2015	68937	CONSUMERS ENERGY	202-475-920.000	49.52
11/15	11/25/2015	68937	CONSUMERS ENERGY	592-700-920.000	301.05
11/15	11/25/2015	68938	CROSSCUT CONCRETE CUTTING	661-540-931.000	280.00
11/15	11/25/2015	68938	CROSSCUT CONCRETE CUTTING	592-672-802.000	200.00
11/15	11/25/2015	68939	DERRER OIL CO.	661-540-751.000	1,283.37
11/15	11/25/2015	68940	DORNBOS SIGN INC.	202-475-775.000	141.85
11/15	11/25/2015	68941	DTE ENERGY	592-634-920.000	50.52
11/15	11/25/2015	68941	DTE ENERGY	101-265-924.000	274.67
11/15	11/25/2015	68941	DTE ENERGY	582-597-924.000	562.57
11/15	11/25/2015	68941	DTE ENERGY	101-773-924.000	54.02
11/15	11/25/2015	68941	DTE ENERGY	101-265-924.000	86.25
11/15	11/25/2015	68941	DTE ENERGY	592-634-920.000	84.84
11/15	11/25/2015	68941	DTE ENERGY	101-345-920.100	465.92
11/15	11/25/2015	68941	DTE ENERGY	101-266-924.000	519.84
11/15	11/25/2015	68941	DTE ENERGY	101-770-924.000	97.46
11/15	11/25/2015	68941	DTE ENERGY	592-700-920.000	30.21
11/15	11/25/2015	68941	DTE ENERGY	592-634-920.000	173.10

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/15	11/25/2015	68941	DTE ENERGY	101-345-920.000	358.73
11/15	11/25/2015	68941	DTE ENERGY	592-690-920.000	497.44
11/15	11/25/2015	68941	DTE ENERGY	592-690-920.000	2,948.41
11/15	11/25/2015	68942	DUNKEL EXCAVATING SERVICES INC.	592-672-802.000	525.00
11/15	11/25/2015	68942	DUNKEL EXCAVATING SERVICES INC.	204-448-802.000	525.00
11/15	11/25/2015	68943	DUNN'S BUSINESS SOLUTIONS	661-540-727.000	40.17
11/15	11/25/2015	68943	DUNN'S BUSINESS SOLUTIONS	204-481-727.000	40.17
11/15	11/25/2015	68943	DUNN'S BUSINESS SOLUTIONS	582-595-727.000	40.17
11/15	11/25/2015	68943	DUNN'S BUSINESS SOLUTIONS	582-597-727.000	40.17
11/15	11/25/2015	68943	DUNN'S BUSINESS SOLUTIONS	592-685-727.000	40.17
11/15	11/25/2015	68943	DUNN'S BUSINESS SOLUTIONS	592-705-727.000	40.20
11/15	11/25/2015	68944	EJ USA INC.	592-010-111.000	184.02
11/15	11/25/2015	68945	EMMET COUNTY TREASURER	703-040-222.215	4,043.44
11/15	11/25/2015	68945	EMMET COUNTY TREASURER	703-040-228.215	5,002.22
11/15	11/25/2015	68945	EMMET COUNTY TREASURER	703-040-233.000	170.15
11/15	11/25/2015	68945	EMMET COUNTY TREASURER	703-040-233.000	210.50
11/15	11/25/2015	68946	Evanced	271-540-976.000	3,294.00
11/15	11/25/2015	68947	FACTOR SYSTEMS INC.	101-208-803.000	564.41
11/15	11/25/2015	68948	FEDEX	204-481-802.000	21.58
11/15	11/25/2015	68949	Fiber Link Inc.	582-010-158.000	6,563.41
11/15	11/25/2015	68950	FMW CONSTRUCTION	592-630-802.000	226.91
11/15	11/25/2015	68950	FMW CONSTRUCTION	592-693-802.000	910.68
11/15	11/25/2015	68950	FMW CONSTRUCTION	592-673-802.000	330.22
11/15	11/25/2015	68950	FMW CONSTRUCTION	582-546-802.000	623.45
11/15	11/25/2015	68951	GIBBY'S GARAGE	661-540-933.000	435.50
11/15	11/25/2015	68951	GIBBY'S GARAGE	661-540-933.000	1,340.00
11/15	11/25/2015	68951	GIBBY'S GARAGE	661-540-931.000	402.00
11/15	11/25/2015	68951	GIBBY'S GARAGE	592-672-802.000	67.00
11/15	11/25/2015	68951	GIBBY'S GARAGE	661-010-158.000	167.50
11/15	11/25/2015	68951	GIBBY'S GARAGE	101-770-802.000	201.00
11/15	11/25/2015	68951	GIBBY'S GARAGE	582-597-932.000	201.00
11/15	11/25/2015	68951	GIBBY'S GARAGE	661-540-931.000	134.00
11/15	11/25/2015	68951	GIBBY'S GARAGE	661-540-933.000	670.00
11/15	11/25/2015	68952	GOVCONNECTION INC.	101-228-775.000	155.07
11/15	11/25/2015	68952	GOVCONNECTION INC.	101-228-802.000	18.47
11/15	11/25/2015	68952	GOVCONNECTION INC.	101-228-775.000	94.89
11/15	11/25/2015	68952	GOVCONNECTION INC.	582-010-158.000	951.04
11/15	11/25/2015	68953	Grain Train Natural Food Co-Op	271-540-958.100	100.00
11/15	11/25/2015	68954	GRP ENGINEERING INC.	582-595-802.000	1,876.21
11/15	11/25/2015	68954	GRP ENGINEERING INC.	582-595-802.000	201.33
11/15	11/25/2015	68954	GRP ENGINEERING INC.	582-595-802.000	755.63
11/15	11/25/2015	68954	GRP ENGINEERING INC.	582-595-802.000	120.63
11/15	11/25/2015	68955	HALEY'S PLUMBING & HEATING	592-630-802.000	170.76
11/15	11/25/2015	68956	HEALTH DEPARTMENT OF	101-773-931.000	168.00
11/15	11/25/2015	68957	HORIZON BOOKS	271-540-752.100	11.00
11/15	11/25/2015	68957	HORIZON BOOKS	271-540-752.100	11.00
11/15	11/25/2015	68957	HORIZON BOOKS	271-540-752.100	11.00
11/15	11/25/2015	68957	HORIZON BOOKS	271-540-752.100	11.00
11/15	11/25/2015	68958	HYDE SERVICES LLC	101-345-775.000	147.95
11/15	11/25/2015	68958	HYDE SERVICES LLC	661-540-931.000	26.00
11/15	11/25/2015	68959	ICMA-ROTH	701-000-230.900	300.00
11/15	11/25/2015	68960	INDUSTRIAL MARKETING	661-540-933.000	78.46

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/15	11/25/2015	68961	INTEGRITY BUSINESS SOLUTIONS	101-010-158.000	355.06
11/15	11/25/2015	68961	INTEGRITY BUSINESS SOLUTIONS	101-010-158.000	9.58
11/15	11/25/2015	68962	JOHNSTONE SUPPLY #234	101-266-932.000	31.74
11/15	11/25/2015	68963	KENT POWER INC.	582-010-158.000	5,772.40
11/15	11/25/2015	68963	KENT POWER INC.	582-547-802.000	6,226.33
11/15	11/25/2015	68963	KENT POWER INC.	582-010-158.000	32,247.28
11/15	11/25/2015	68964	LAKE AREA COLLISION INC.	661-540-933.000	1,124.60
11/15	11/25/2015	68965	Lakewood Communications	101-228-802.000	269.00
11/15	11/25/2015	68966	LC Materials	204-448-802.000	1,224.50
11/15	11/25/2015	68967	LOWERY UNDERGROUND SERVICE	582-010-158.000	100.00
11/15	11/25/2015	68967	LOWERY UNDERGROUND SERVICE	582-010-158.000	1,200.00
11/15	11/25/2015	68967	LOWERY UNDERGROUND SERVICE	582-010-158.000	515.00
11/15	11/25/2015	68967	LOWERY UNDERGROUND SERVICE	582-010-158.000	.00
11/15	11/25/2015	68967	LOWERY UNDERGROUND SERVICE	582-010-158.000	1,304.00
11/15	11/25/2015	68967	LOWERY UNDERGROUND SERVICE	582-010-158.000	6,154.50
11/15	11/25/2015	68968	MACDONALD GARBER BROADCASTING	280-540-242.100	384.00
11/15	11/25/2015	68968	MACDONALD GARBER BROADCASTING	280-540-238.000	756.00
11/15	11/25/2015	68968	MACDONALD GARBER BROADCASTING	280-739-905.000	4,400.00
11/15	11/25/2015	68969	MDC CONTRACTING LLC	582-010-158.000	256.75
11/15	11/25/2015	68969	MDC CONTRACTING LLC	582-010-158.000	299.50
11/15	11/25/2015	68969	MDC CONTRACTING LLC	582-010-158.000	385.00
11/15	11/25/2015	68970	Melter, Inc	202-479-775.000	1,416.01
11/15	11/25/2015	68970	Melter, Inc	203-479-775.000	1,416.00
11/15	11/25/2015	68971	MICHIGAN OFFICE SOLUTIONS	271-540-802.000	68.80
11/15	11/25/2015	68972	NORTH COUNTRY IT	271-540-802.000	386.00
11/15	11/25/2015	68973	NORTHERN A-1 SERVICES KALKASKA	592-673-802.000	1,950.00
11/15	11/25/2015	68974	PETOSKEY PUBLIC SCHOOLS	703-040-236.215	9,268.28
11/15	11/25/2015	68974	PETOSKEY PUBLIC SCHOOLS	703-040-237.215	1,792.40
11/15	11/25/2015	68974	PETOSKEY PUBLIC SCHOOLS	703-040-237.215	1,099.53
11/15	11/25/2015	68974	PETOSKEY PUBLIC SCHOOLS	703-040-237.215	333.43
11/15	11/25/2015	68974	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	491.77
11/15	11/25/2015	68974	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	75.44
11/15	11/25/2015	68974	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	46.27
11/15	11/25/2015	68974	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	14.03
11/15	11/25/2015	68975	PETOSKEY REGIONAL CHAMBER	271-540-727.000	25.00
11/15	11/25/2015	68975	PETOSKEY REGIONAL CHAMBER	101-770-727.000	25.00
11/15	11/25/2015	68975	PETOSKEY REGIONAL CHAMBER	101-345-727.000	25.00
11/15	11/25/2015	68975	PETOSKEY REGIONAL CHAMBER	101-101-727.000	25.00
11/15	11/25/2015	68975	PETOSKEY REGIONAL CHAMBER	280-739-775.000	25.00
11/15	11/25/2015	68975	PETOSKEY REGIONAL CHAMBER	101-101-727.000	50.00
11/15	11/25/2015	68975	PETOSKEY REGIONAL CHAMBER	101-172-727.000	25.00
11/15	11/25/2015	68976	PETOSKEY URGENT CARE	204-481-802.000	171.00
11/15	11/25/2015	68977	POPULAR SUBSCRIPTION SERVICE	271-540-752.100	35.00
11/15	11/25/2015	68978	PRINT SHOP, THE	101-345-775.000	92.00
11/15	11/25/2015	68979	RANGE TELECOMMUNICATIONS	204-481-850.000	25.00
11/15	11/25/2015	68979	RANGE TELECOMMUNICATIONS	582-595-850.000	75.00
11/15	11/25/2015	68979	RANGE TELECOMMUNICATIONS	592-685-850.000	154.60
11/15	11/25/2015	68979	RANGE TELECOMMUNICATIONS	592-705-850.000	25.00
11/15	11/25/2015	68979	RANGE TELECOMMUNICATIONS	661-540-850.000	25.00
11/15	11/25/2015	68979	RANGE TELECOMMUNICATIONS	101-770-802.000	20.00
11/15	11/25/2015	68980	RECORD-EAGLE, THE	271-540-752.100	341.43
11/15	11/25/2015	68981	ROSTAR PROFESSIONAL CONCRETE	204-448-802.000	600.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/15	11/25/2015	68982	ROYAL TIRE	661-540-933.000	501.04
11/15	11/25/2015	68983	SAFETY-KLEEN SYSTEMS INC.	661-540-730.000	302.67
11/15	11/25/2015	68984	SHOWCASES	271-540-727.000	48.44
11/15	11/25/2015	68984	SHOWCASES	271-540-727.000	226.48
11/15	11/25/2015	68985	SIRCHIE FINGERPRINT	101-345-775.000	46.29
11/15	11/25/2015	68986	SKIP'S PETOSKEY GLASS INC.	101-266-775.000	85.94
11/15	11/25/2015	68987	SPARTAN DISTRIBUTORS INC.	661-010-158.000	64.59
11/15	11/25/2015	68987	SPARTAN DISTRIBUTORS INC.	661-010-158.000	150.32
11/15	11/25/2015	68987	SPARTAN DISTRIBUTORS INC.	661-540-931.000	114.51
11/15	11/25/2015	68988	Spectrum Business	101-789-850.000	72.10
11/15	11/25/2015	68988	Spectrum Business	582-595-850.000	60.88
11/15	11/25/2015	68988	Spectrum Business	582-595-850.000	60.88
11/15	11/25/2015	68989	SWEETWATER CATERING COMPANY	101-191-727.000	608.00
11/15	11/25/2015	68990	Taser International	101-345-976.000	3,135.03
11/15	11/25/2015	68991	THOMPSON, WILLIAM S.	518-539-802.100	711.20
11/15	11/25/2015	68992	TRI-TURF	101-730-775.000	370.00
11/15	11/25/2015	68993	TROPHY CASE, THE	101-345-775.000	144.00
11/15	11/25/2015	68994	TRUCK & TRAILER SPECIALTIES	661-540-931.000	362.60
11/15	11/25/2015	68995	VERIZON WIRELESS	101-345-850.000	66.17
11/15	11/25/2015	68995	VERIZON WIRELESS	101-770-850.000	37.74
11/15	11/25/2015	68995	VERIZON WIRELESS	101-345-850.000	37.74
11/15	11/25/2015	68995	VERIZON WIRELESS	101-441-850.000	54.07
11/15	11/25/2015	68995	VERIZON WIRELESS	592-634-850.000	80.02
11/15	11/25/2015	68996	VOSS LIGHTING	582-549-775.000	101.28
11/15	11/25/2015	68997	WADE TRIM OPERATIONS SERVICES	101-208-802.000	8,152.00
11/15	11/25/2015	68997	WADE TRIM OPERATIONS SERVICES	101-208-802.000	440.22
11/15	11/25/2015	68998	WEBSTER, STEVE	280-739-905.000	900.00
11/15	11/25/2015	68999	WILDLIFE MANAGEMENT AND	271-540-932.000	78.00
11/15	11/25/2015	68999	WILDLIFE MANAGEMENT AND	271-540-932.000	190.00
11/15	11/25/2015	69000	TNT CONSTRUCTION	204-448-802.000	4,700.00
11/15	11/25/2015	69000	TNT CONSTRUCTION	204-448-802.000	2,480.00
12/15	12/02/2015	69011	4 FRONT CREDIT UNION	101-400-719.000	310.48
12/15	12/02/2015	69011	4 FRONT CREDIT UNION	582-595-719.000	1,468.67
12/15	12/02/2015	69011	4 FRONT CREDIT UNION	592-685-719.000	362.26
12/15	12/02/2015	69012	ACH-CHILD SUPPORT	701-000-230.160	1,053.79
12/15	12/02/2015	69013	ACH-EFTPS	701-000-230.100	29,076.55
12/15	12/02/2015	69013	ACH-EFTPS	701-000-230.200	15,573.03
12/15	12/02/2015	69013	ACH-EFTPS	701-000-230.200	15,573.03
12/15	12/02/2015	69013	ACH-EFTPS	701-000-230.200	3,642.10
12/15	12/02/2015	69013	ACH-EFTPS	701-000-230.200	3,642.10
12/15	12/02/2015	69014	ACH-ICMA 457	701-000-230.700	811.96
12/15	12/02/2015	69014	ACH-ICMA 457	701-000-230.700	5,003.61
12/15	12/02/2015	69015	AIRGAS USA LLC	661-540-730.000	8.54
12/15	12/02/2015	69015	AIRGAS USA LLC	661-540-730.000	8.92
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-595-730.000	181.31
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-595-730.000	21.66
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-010-158.000	10.05
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-010-158.000	104.49
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	101-770-775.000	80.60
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-010-158.000	96.88
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-547-775.000	18.65
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-010-158.000	36.66

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-595-730.000	100.36
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-010-158.000	42.83
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-547-775.000	29.29
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	582-010-158.000	8.81
12/15	12/02/2015	69016	ALL-PHASE - MICHIGAN DIVISION	271-540-932.000	520.66
12/15	12/02/2015	69017	AMERICAN WATER WORKS ASSOC.	592-685-956.000	182.00
12/15	12/02/2015	69017	AMERICAN WATER WORKS ASSOC.	592-685-956.000	182.00
12/15	12/02/2015	69018	BALLARD'S PLUMBING & HEATING	271-540-932.000	378.31
12/15	12/02/2015	69019	BILL'S FARM MARKET	280-540-233.000	1,811.55
12/15	12/02/2015	69020	CHAR-EM UNITED WAY	701-000-230.800	58.45
12/15	12/02/2015	69021	Charlevoix State Bank	101-172-719.000	69.22
12/15	12/02/2015	69022	CHEMCO PRODUCTS INC.	592-690-663.000	1,838.00
12/15	12/02/2015	69023	CHEMICAL BANK	101-201-719.000	723.66
12/15	12/02/2015	69023	CHEMICAL BANK	101-215-719.000	1,034.14
12/15	12/02/2015	69023	CHEMICAL BANK	101-228-719.000	723.66
12/15	12/02/2015	69023	CHEMICAL BANK	101-345-719.000	17,636.65
12/15	12/02/2015	69023	CHEMICAL BANK	101-441-719.000	723.66
12/15	12/02/2015	69023	CHEMICAL BANK	101-774-719.000	310.48
12/15	12/02/2015	69023	CHEMICAL BANK	101-789-719.000	1,825.72
12/15	12/02/2015	69023	CHEMICAL BANK	204-481-719.000	2,477.10
12/15	12/02/2015	69023	CHEMICAL BANK	271-540-719.000	584.86
12/15	12/02/2015	69023	CHEMICAL BANK	518-539-719.000	33.96
12/15	12/02/2015	69023	CHEMICAL BANK	582-595-719.000	2,261.55
12/15	12/02/2015	69023	CHEMICAL BANK	592-685-719.000	3,105.30
12/15	12/02/2015	69024	CINTAS CORP #729	582-595-725.000	41.80
12/15	12/02/2015	69024	CINTAS CORP #729	592-685-725.000	18.48
12/15	12/02/2015	69024	CINTAS CORP #729	204-481-935.000	41.58
12/15	12/02/2015	69024	CINTAS CORP #729	592-705-725.000	18.48
12/15	12/02/2015	69025	CINTAS CORPORATION	592-685-727.000	109.48
12/15	12/02/2015	69026	CITY TREAS. FOR GENERAL FUND	703-040-230.215	14,012.60
12/15	12/02/2015	69026	CITY TREAS. FOR GENERAL FUND	703-040-230.215	897.48
12/15	12/02/2015	69026	CITY TREAS. FOR GENERAL FUND	703-040-233.000	3,319.36
12/15	12/02/2015	69026	CITY TREAS. FOR GENERAL FUND	703-040-233.000	18.08
12/15	12/02/2015	69027	CITY TREAS. FOR LIBRARY FUND	703-040-231.215	3,313.77
12/15	12/02/2015	69027	CITY TREAS. FOR LIBRARY FUND	703-040-233.000	66.67
12/15	12/02/2015	69028	CITY TREAS. FOR R.O.W.	703-040-229.215	7,080.96
12/15	12/02/2015	69028	CITY TREAS. FOR R.O.W.	703-040-233.000	142.48
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,306.03
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	101-266-920.000	907.36
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	2,643.79
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	1,178.41
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	101-730-920.000	24.69
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	3,616.40
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	1,815.66
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	704.47
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	202-475-920.000	320.00
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	204-450-920.000	2,600.00
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	271-540-920.000	3,072.52
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	582-597-920.000	1,153.82
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	582-547-920.000	34.95
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	592-634-920.000	9,426.96
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	592-660-920.000	34.95

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	592-691-920.000	14,756.60
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	592-697-920.000	972.62
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	518-539-920.000	75.63
12/15	12/02/2015	69029	CITY TREAS. FOR UTILITY BILLS	518-539-802.100	59.28
12/15	12/02/2015	69030	COLE, BARRY	518-539-775.000	65.00
12/15	12/02/2015	69031	DANIEL, BARBARA	101-208-802.000	1,256.00
12/15	12/02/2015	69032	DANIELS PIG N' DIG INC.	592-672-802.000	64.68
12/15	12/02/2015	69033	DECKA DIGITAL LLC	592-676-802.000	118.00
12/15	12/02/2015	69034	DERRER OIL CO.	661-540-751.000	1,389.46
12/15	12/02/2015	69035	DTE ENERGY	271-540-924.000	223.55
12/15	12/02/2015	69035	DTE ENERGY	518-539-802.100	69.44
12/15	12/02/2015	69035	DTE ENERGY	271-540-924.000	180.27
12/15	12/02/2015	69035	DTE ENERGY	592-634-920.000	51.92
12/15	12/02/2015	69036	EMMET COUNTY TREASURER	703-040-222.215	8,901.70
12/15	12/02/2015	69036	EMMET COUNTY TREASURER	703-040-228.215	11,012.44
12/15	12/02/2015	69036	EMMET COUNTY TREASURER	703-040-233.000	179.09
12/15	12/02/2015	69036	EMMET COUNTY TREASURER	703-040-233.000	221.57
12/15	12/02/2015	69037	ENGLEBRECHT, ROBERT	101-209-802.000	3,750.00
12/15	12/02/2015	69038	FIRST COMMUNITY BANK	101-201-719.000	362.26
12/15	12/02/2015	69038	FIRST COMMUNITY BANK	271-540-719.000	723.66
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-933.000	123.51
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-933.000	48.30
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-931.000	45.60
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-931.000	2.90
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-931.000	60.54
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	592-677-775.000	179.00
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	592-677-775.000	179.00
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	592-677-775.000	22.20
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	101-770-775.000	19.50
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	592-677-775.000	179.00
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	592-677-775.000	119.70
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-730.000	5.33
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-010-111.000	52.22
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-010-111.000	12.17
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-931.000	65.24
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-931.000	46.37
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-931.000	65.88
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-933.000	7.18
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-933.000	304.64
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-540-933.000	30.38
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	661-010-111.000	33.76
12/15	12/02/2015	69039	FOCHTMAN CARQUEST OF PETOSKEY	101-345-775.000	16.30
12/15	12/02/2015	69040	FRATERNAL ORDER OF POLICE	701-000-230.400	588.00
12/15	12/02/2015	69041	GALE/CENGAGE LEARNING	271-540-745.000	25.59
12/15	12/02/2015	69041	GALE/CENGAGE LEARNING	271-540-745.000	31.19
12/15	12/02/2015	69042	GIBSON EXCAVATING LLC	592-675-802.000	3,024.75
12/15	12/02/2015	69042	GIBSON EXCAVATING LLC	592-673-802.000	1,851.85
12/15	12/02/2015	69042	GIBSON EXCAVATING LLC	101-770-802.000	980.00
12/15	12/02/2015	69042	GIBSON EXCAVATING LLC	592-693-802.000	4,065.00
12/15	12/02/2015	69043	GORDON FOOD SERVICE	101-266-775.000	7.29
12/15	12/02/2015	69043	GORDON FOOD SERVICE	101-345-775.000	28.99
12/15	12/02/2015	69043	GORDON FOOD SERVICE	202-481-727.000	32.57

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
12/15	12/02/2015	69043	GORDON FOOD SERVICE	101-010-158.000	5.49
12/15	12/02/2015	69044	HOFFMAN'S SONS, JIM	101-528-802.000	2,088.00
12/15	12/02/2015	69045	ICMA-ROTH	701-000-230.900	300.00
12/15	12/02/2015	69046	INTEGRITY BUSINESS SOLUTIONS	592-685-727.000	332.68
12/15	12/02/2015	69046	INTEGRITY BUSINESS SOLUTIONS	592-705-727.000	332.67
12/15	12/02/2015	69047	J & J GARAGE DOOR SERVICE INC	582-597-932.000	2,146.11
12/15	12/02/2015	69048	K & J SEPTIC SERVICE LLC	592-700-775.000	450.00
12/15	12/02/2015	69049	K & L PLUMBING AND HEATING LLC	592-693-802.000	6,005.89
12/15	12/02/2015	69049	K & L PLUMBING AND HEATING LLC	592-693-802.000	1,320.00
12/15	12/02/2015	69050	Kevin's Electric	271-540-932.000	670.00
12/15	12/02/2015	69051	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	58.10-
12/15	12/02/2015	69051	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	355.14
12/15	12/02/2015	69051	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	1.70-
12/15	12/02/2015	69051	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	20.00-
12/15	12/02/2015	69051	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	44.15
12/15	12/02/2015	69052	KSS ENTERPRISES	101-265-775.000	132.48
12/15	12/02/2015	69053	Lambert, Mike	518-539-995.000	15,000.00
12/15	12/02/2015	69054	MACDONALD GARBER BROADCASTING	280-739-905.000	100.00
12/15	12/02/2015	69055	MICHIGAN OFFICEWAYS INC.	101-010-158.000	133.50
12/15	12/02/2015	69056	NORTHERN A-1 SERVICES KALKASKA	592-698-802.000	1,561.88
12/15	12/02/2015	69057	Optum Bank	101-345-719.000	69.22
12/15	12/02/2015	69058	PAC2	271-540-802.000	8,326.00
12/15	12/02/2015	69059	Penguin Random House	271-540-749.000	57.75
12/15	12/02/2015	69060	PERFORMANCE PAINTING	592-693-802.000	193.00
12/15	12/02/2015	69061	PERSONAL GRAPHICS INC.	280-540-232.000	58.00
12/15	12/02/2015	69062	PETOSKEY MACHINING & HYDRAULIC	582-597-730.000	140.00
12/15	12/02/2015	69063	PETOSKEY PARTS PLUS	661-540-933.000	18.71
12/15	12/02/2015	69064	PETOSKEY PUBLIC SCHOOLS	703-040-236.215	27,091.04
12/15	12/02/2015	69064	PETOSKEY PUBLIC SCHOOLS	703-040-237.215	3,946.08
12/15	12/02/2015	69064	PETOSKEY PUBLIC SCHOOLS	703-040-237.215	2,420.69
12/15	12/02/2015	69064	PETOSKEY PUBLIC SCHOOLS	703-040-237.215	734.14
12/15	12/02/2015	69064	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	545.74
12/15	12/02/2015	69064	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	79.39
12/15	12/02/2015	69064	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	48.69
12/15	12/02/2015	69064	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	14.76
12/15	12/02/2015	69065	PETOSKEY REGIONAL CHAMBER	271-540-957.000	25.00
12/15	12/02/2015	69066	PONTIUS FLOWER SHOP, A. R.	280-739-774.000	70.00
12/15	12/02/2015	69067	POWER LINE SUPPLY	582-547-775.000	336.00
12/15	12/02/2015	69067	POWER LINE SUPPLY	582-010-111.000	1,001.04
12/15	12/02/2015	69067	POWER LINE SUPPLY	582-010-111.000	984.48
12/15	12/02/2015	69067	POWER LINE SUPPLY	582-010-111.000	999.60
12/15	12/02/2015	69067	POWER LINE SUPPLY	582-010-111.000	350.00
12/15	12/02/2015	69067	POWER LINE SUPPLY	582-597-730.000	871.75
12/15	12/02/2015	69067	POWER LINE SUPPLY	582-597-730.000	43.00
12/15	12/02/2015	69067	POWER LINE SUPPLY	582-547-775.000	77.40
12/15	12/02/2015	69068	ROSTAR PROFESSIONAL CONCRETE	582-010-158.000	420.00
12/15	12/02/2015	69069	SAFETY-KLEEN SYSTEMS INC.	661-540-751.000	80.00
12/15	12/02/2015	69070	SPARTAN DISTRIBUTORS INC.	661-540-931.000	87.34
12/15	12/02/2015	69071	St. Francis X. Federal Credit Union	101-172-719.000	310.48
12/15	12/02/2015	69071	St. Francis X. Federal Credit Union	101-345-719.000	723.66
12/15	12/02/2015	69071	St. Francis X. Federal Credit Union	101-266-719.000	33.96
12/15	12/02/2015	69072	STANDARD ELECTRIC COMPANY	101-266-775.000	108.08

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
12/15	12/02/2015	69072	STANDARD ELECTRIC COMPANY	582-549-775.000	89.67
12/15	12/02/2015	69072	STANDARD ELECTRIC COMPANY	582-547-775.000	168.18
12/15	12/02/2015	69072	STANDARD ELECTRIC COMPANY	280-540-233.000	128.66
12/15	12/02/2015	69072	STANDARD ELECTRIC COMPANY	280-540-233.000	64.33
12/15	12/02/2015	69073	STAPLES ADVANTAGE	101-201-727.000	527.63
12/15	12/02/2015	69073	STAPLES ADVANTAGE	592-685-727.000	19.80
12/15	12/02/2015	69073	STAPLES ADVANTAGE	592-685-727.000	399.44
12/15	12/02/2015	69074	TEAMSTERS LOCAL #214	701-000-230.400	914.00
12/15	12/02/2015	69075	TEI LANDMARK AUDIO	271-540-749.000	126.00
12/15	12/02/2015	69076	TEMPERATURE CONTROL INC.	101-345-805.100	377.00
12/15	12/02/2015	69076	TEMPERATURE CONTROL INC.	592-693-802.000	182.75
12/15	12/02/2015	69077	TRAVERSE MAGAZINE	280-739-905.000	830.00
12/15	12/02/2015	69077	TRAVERSE MAGAZINE	280-739-905.000	525.00
12/15	12/02/2015	69078	TRUCK & TRAILER SPECIALTIES	661-540-933.000	214.64
12/15	12/02/2015	69079	USA BLUE BOOK	592-640-775.000	4,408.33
12/15	12/02/2015	69079	USA BLUE BOOK	592-640-775.000	649.54
12/15	12/02/2015	69080	VAN'S BUSINESS MACHINES	271-540-931.000	179.00
12/15	12/02/2015	69080	VAN'S BUSINESS MACHINES	271-540-931.000	419.07
12/15	12/02/2015	69081	VERDIN COMPANY, THE	101-770-802.000	580.00
12/15	12/02/2015	69082	White Tail Drilling, L.L.C	280-739-905.000	320.00
12/15	12/02/2015	69082	White Tail Drilling, L.L.C	280-739-905.000	320.00- V
12/15	12/02/2015	69083	Wildfire Credit Union	101-441-719.000	723.66
12/15	12/02/2015	69084	WILDLIFE MANAGEMENT AND	271-540-932.000	78.00
12/15	12/02/2015	69085	WOODEN PHOTOGRAPHY	280-739-905.000	320.00
Grand Totals:					701,506.80

Report Criteria:

Check.Date = 11/18/2015-12/02/2015

Check Number	Date	Name	GL Account	Amount
68840	11/18/2015	Arlington Apartments	582081643000	119.61
68841	11/18/2015	Baker Metal Works	582040285000	1.40
68842	11/18/2015	Ingalls, Justin	582040285000	100.00
68843	11/18/2015	Kafer, Mary	582040285000	13.80
68844	11/18/2015	Kauffman, Kayla	582040285000	23.71
68845	11/18/2015	TC Paintball	582040285000	192.37
68846	11/18/2015	Winn, Emily	582040285000	8.00
69001	11/25/2015	Barbarcheck, Elizabeth	582081643000	146.59
69002	11/25/2015	Borowski, Stan	582010158000	38.50
69003	11/25/2015	Conrad, Alyce	582010158000	98.77
69004	11/25/2015	Golembeski, Dale	582010158000	80.50
69005	11/25/2015	Kahgee, Bruce	582010158000	25.00
69006	11/25/2015	Michigan Maple Block	582010158000	15,445.40
69007	11/25/2015	Rokop, Jeannette	101774753030	45.00
69008	11/25/2015	Spayde, Mary	582010158000	11.00
69009	11/25/2015	Sulitis, Katrina	582040285000	30.61
69010	11/25/2015	Wemigwase, Douglas	582040285000	10.43
69086	12/02/2015	Graham, George	592040286000	500.00
69087	12/02/2015	Little Traverse Conservancy	582081643000	74.01
69088	12/02/2015	McLaughlin, Calvin	582081643000	26.47
69089	12/02/2015	Selesky, Kathryn	582081643000	106.41
69090	12/02/2015	Tim Bondy Inc.	582081643000	248.45
Grand Totals:				<u>17,346.03</u>



BOARD: City Council

MEETING DATE: December 7, 2015

DATE PREPARED: December 2, 2015

AGENDA SUBJECT: Third Discussion of 2016 Proposed Annual Budget

RECOMMENDATION: That the City Council adopt the proposed resolution

Background. At our last meeting on November 16, 2015 City Council directed the City Manager to identify at least \$154,600 in expenditure cuts from the General Fund in the proposed 2016 City Budget. The directive was given to create a balanced General Fund whereby revenues would equal or exceed annual expenditures negating any need to dip into the General Fund Reserves.

With input from Department Heads, we have identified \$160,100 in expenditures cuts for an increase to General Fund Reserves of \$5,500. (See enclosure.) With each expenditure cut, the City Manager took into consideration the potential impacts to overall municipal service delivery that might occur. To this end, we have avoided any employee layoffs or reductions in Staff while retaining the current staffing levels. It is notable that staffing levels have decreased in the last five years due to reductions in property taxes. The Parks and Recreation Department has decreased full-time employees by 1.5, the Public Safety Department has cut an administrative employee, and the Public Works Department did not fill a vacant administrative position many years ago also.

The following is a summary of the expenditure cuts the City Manager is recommending:

City Assessor

Contracted Services reduction from \$40,000-\$30,000 for a \$10,000 savings. Contracted Services include legal costs associated with tax tribunal cases. As the number of tax tribunal cases are going down we anticipate a reduction in legal expenses.

Department of Public Safety

- Overtime costs reduced from \$125,000 to \$100,000.
- Public Utilities reduced by \$10,000 for a more representative costs of maintaining fire hydrants based upon last year's figures.
- Exploring heating efficiencies at the Public Safety Station West including discontinuing use of snow melt system on front and back driveway approaches.
- Education and Training reduced by \$5,000.
- Equipment - Reduced from \$70,000 to \$55,000 for a \$15,000 savings.
- Notable the proposed budget maintains funding for three part-time employees at the Public Safety Station West for optimal response times.

Department of Parks and Recreation

- Buildings and Grounds General and City Hall - reductions in Materials and Supplies, Contracted Services and Public Utilities for a total savings of \$2,300.
- Parks - Materials and Supplies reduced by \$10,000 due to past performance of this line item.
- Public Utilities reduction of \$5,000 due to downsizing of City-owned water meters reducing the Rate of Service Charge.
- Capital Outlay - Reduced by \$24,000 from \$282,000 to \$258,000. Deleted Penn Park Cannon Restoration for \$14,000 (should be paid by grant dollars), tunnel landscape for \$5,000, and Hemingway Statue Site Work for \$5,000. The statue costs should be much less if City Council and statue donator can agree to a site.
- Contracted Services reduced by \$6,400 for touch up paint of Bayfront Park's red handrails, benches and bike racks instead of entirely repainting.

Magnus Park

Public Utilities - replacing water meters with smaller meters to reduce rate of Service Charge. Costs savings estimated at \$4,000.

Action. Discussion with direction from City Council. If agreeable to the proposed revised budget, City Council can make a motion to approve the attached resolution for the 2016 Budget.

rs
Enclosures

General Fund

2016 Proposed Budget - Adjustments

	2016 Budget		
	Original	Adjustment	Adjusted
FUND BALANCE - January 1	\$ 3,273,669	\$ -	\$ 3,273,669
REVENUES			
Operating :			
Property Tax	3,466,100	-	3,466,100
Licenses and Permits	10,300	-	10,300
State Shared Revenues	518,700	-	518,700
Charges for Services	16,300	-	16,300
	<u>4,011,400</u>	-	<u>4,011,400</u>
Nonoperating:			
Interest Income	20,000	-	20,000
Other	2,500	-	2,500
	<u>22,500</u>	-	<u>22,500</u>
Activities:			
Grants	210,100	-	210,100
Public Safety	19,700	-	19,700
Recreation	123,400	-	123,400
Parks	499,400	-	499,400
Bayfront Park Marina	680,900	-	680,900
	<u>1,533,500</u>	-	<u>1,533,500</u>
Transfers:			
City Hall Building Rent	31,000	-	31,000
Electric Fund	221,300	-	221,300
Water and Sewer Fund	342,900	-	342,900
Administration Fees	1,536,700	-	1,536,700
	<u>2,131,900</u>	-	<u>2,131,900</u>
TOTAL REVENUES	<u>7,699,300</u>	-	<u>7,699,300</u>
EXPENDITURES			
Legislation and Citizen Participation:			
City Council	8,700	(400)	8,300
Elections	21,000	-	21,000
	<u>29,700</u>	<u>(400)</u>	<u>29,300</u>
General Administration:			
City Manager	234,000	-	234,000
City Assessor	145,600	(10,000)	135,600
City Attorney	150,000	(25,000)	125,000
City Planner	128,300	(2,000)	126,300
Economic Development	19,200	-	19,200
	<u>677,100</u>	<u>(37,000)</u>	<u>640,100</u>

Department of Finance:			
Clerk-Treasurer	271,600	-	271,600
Accounting	279,000	-	279,000
Utility Billing	213,700	-	213,700
Information Technology	184,900	-	184,900
	<u>949,200</u>	-	<u>949,200</u>
Department of Public Safety:			
Law Enforcement, Fire Protection, Emergency Medical Services	<u>3,004,300</u>	<u>(63,500)</u>	<u>2,940,800</u>
Department of Parks and Recreation:			
Building and Grounds	248,100	(2,300)	245,800
Downtown Maintenance	82,100	(2,000)	80,100
Parks and Special Facilities	915,800	(49,400)	866,400
Magnus Park	99,700	(4,000)	95,700
Recreation Programs	325,100	-	325,100
Bayfront Park Marina	903,700	-	903,700
	<u>2,574,500</u>	<u>(57,700)</u>	<u>2,516,800</u>
Department of Public Works:			
Administration	427,700	(1,500)	426,200
Solid Waste	191,400	-	191,400
	<u>619,100</u>	<u>(1,500)</u>	<u>617,600</u>
TOTAL EXPENDITURES	<u>7,853,900</u>	<u>(160,100)</u>	<u>7,693,800</u>
Excess of Revenues Over Expenditures	<u>(154,600)</u>	<u>160,100</u>	<u>5,500</u>
FUND BALANCE - DECEMBER 31	<u>\$ 3,119,069</u>	<u>\$ 160,100</u>	<u>\$ 3,279,169</u>



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 2016; and

WHEREAS, as also is required of City Charter provisions, the City Council on November 16, 2015, conducted a public hearing to receive comments concerning these proposed budgets for the City's various funds:

General Fund

January 1, 2016 Fund Balance	\$ 3,273,669
Revenues	<u>7,699,300</u>
Expenditures:	
General Governmental Services	1,618,600
Public Safety	2,940,800
Public Works	617,600
Recreation and Cultural	<u>2,516,800</u>
Total Expenditures	<u>7,693,800</u>
December 31, 2016 Fund Balance	\$ <u>3,279,169</u>

Major Street Fund

January 1, 2016 Fund Balance	\$ 635,448
Revenues	606,300
Expenditures	<u>581,300</u>
December 31, 2016 Fund Balance	\$ <u>660,448</u>

Local Street Fund

January 1, 2016 Fund Balance	\$ 385,756
Revenues	688,800
Expenditures	<u>636,100</u>
December 31, 2016 Fund Balance	\$ <u>438,456</u>

General Street Fund

January 1, 2016 Fund Balance	\$ 786,976
Revenues	1,101,500
Expenditures	<u>1,099,700</u>
December 31, 2016 Fund Balance	\$ <u>788,776</u>

Tax Increment Finance Authority Fund

January 1, 2016 Fund Balance	\$ 1,120,483
Revenues	283,000
Expenditures	<u>230,300</u>
December 31, 2016 Fund Balance	\$ <u>1,173,183</u>

Library Fund

January 1, 2016 Fund Balance	\$ 664,247
Revenues	1,264,200
Expenditures	<u>1,262,900</u>
December 31, 2016 Fund Balance	\$ <u>665,547</u>

Library Endowment Fund

January 1, 2016 Fund Balance	\$ 14,744
Revenues	10,100
Expenditures	<u>10,000</u>
December 31, 2016 Fund Balance	\$ <u>14,844</u>

Downtown Management Fund

January 1, 2016 Fund Balance	\$ 181,915
Revenues	144,100
Expenditures	<u>140,700</u>
December 31, 2016 Fund Balance	\$ <u>185,315</u>

Downtown Parking Fund

January 1, 2016 Retained Earnings	\$ 632,706
Revenues	455,700
Expenses	<u>488,100</u>
December 31, 2016 Retained Earnings	\$ <u>600,306</u>

Right-of-Way Fund

January 1, 2016 Fund Balance	\$ 662,968
Revenues	1,629,500
Expenditures	<u>1,552,000</u>
December 31, 2016 Fund Balance	\$ <u>740,468</u>

Electric Fund

January 1, 2016 Retained Earnings	\$ 22,638,422
Revenues	11,434,600
Expenses	<u>11,085,700</u>
December 31, 2016 Retained Earnings	\$ <u>22,987,322</u>

Water and Sewer Fund

January 1, 2016 Retained Earnings	\$ 14,536,742
Revenues	5,253,600
Expenses	<u>5,181,000</u>
December 31, 2016 Retained Earnings	\$ <u>14,609,342</u>

Motor Pool Fund

January 1, 2016 Retained Earnings	\$ 2,293,029
Revenues	894,900
Expenses	<u>977,800</u>
December 31, 2016 Retained Earnings	\$ <u>2,210,129</u>

Building Authority Marina Improvements Bond Fund

January 1, 2016 Fund Balance	\$	10,804
Revenues		86,000
Expenditures		<u>84,100</u>
December 31, 2016 Fund Balance	\$	<u>12,704</u>

Building Authority Bear River Valley Improvements Bond Fund

January 1, 2016 Fund Balance	\$	22,695
Revenues		220,100
Expenditures		<u>210,000</u>
December 31, 2016 Fund Balance	\$	<u>32,795</u>

WHEREAS, following the public hearing to receive comments concerning the proposed 2016 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 2016 Annual Budget as presented by the City Manager and as summarized in this resolution; and

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

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

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

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

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

BE IT FURTHER RESOLVED that the City Manager 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 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, 2016

Approved by City Council: _____

Schedule of Rates and Charges
January 1, 2016

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	\$350
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 - annual fee first year	\$125 annual fee
Vacation Rental - annual fee after first year	\$50 annual fee
Vacation Rental - return visit	\$25 fee each additional visit

Schedule of Rates and Charges
January 1, 2016

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, 2016

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 st 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.	
Final Meter Reading - termination of utility service	\$10
Electric:	
Service Upgrade	\$150
Temporary Overhead	\$150
Temporary Underground	\$150 plus \$2.00 per foot
Customer provides trenching and installation of conduit, other costs may apply.	
Permanent Overhead:	
1 Phase	\$200
3 Phase	\$300
Permanent Underground:	\$200 plus \$2.00 per foot
Customer provides trenching and installation of conduit, other costs may apply.	
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
Water Service:	
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, 2016

DEPARTMENT OF FINANCE

Meter Size	<u>Water Capital Charges</u>		<u>Sewer Capital Charges</u>		<u>Tap-In Fees</u>	
	<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, 2016

DEPARTMENT OF PARKS AND RECREATION

Magnus Park

	Daily	Monthly
Full Hookup	\$30	\$720
Electric Only	\$28	\$645

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, 2016

DEPARTMENT OF PARKS AND RECREATION

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

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

Schedule of Rates and Charges
January 1, 2016

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)
Sunset Park Gazebo		
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
 Pennsylvania Park Gazebo*		
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)
Bayfront Park Festival Shelter (max. 75 people)		
11:00 A.M. to 4:00 P.M.	\$100.00	\$150.00
5:00 P.M. to 9:00 P.M.	\$100.00	\$150.00
 Bayfront Park West (max. 150 people)		
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
 Bear River Shelter (maximum 140 people)		
11:00 A.M. to 4:00 P.M.	\$100.00	\$150.00
5:00 P.M. to 9:00 P.M.	\$100.00	\$150.00
 Mineral Well Shelter (maximum 32 people)		
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
 West Side Shelter (maximum 32 people)		
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
 Waterfall Area (maximum 150 people)		
10:00 A.M. to 1:00 P.M.	\$100.00	\$150.00
2:00 P.M. to 5:00 P.M.	\$100.00	\$150.00
6:00 P.M. to 9:00 P.M.	\$100.00	\$150.00
 <i>Request for Picnic Tables (specify park event)</i> <i>Maximum of ten (if available)</i>	\$50.00	\$100.00

Schedule of Rates and Charges
January 1, 2016

Schedule of Rates and Charges
January 1, 2016

DEPARTMENT OF PUBLIC SAFETY

Accident Report Copies	\$2.00
Fingerprinting - Nonresidents	\$10.00
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: December 7, 2015 **DATE PREPARED:** December 3, 2015

AGENDA SUBJECT: Fire Equipment Needs Assessment/Funding Options

RECOMMENDATION: That the City Council discuss

Background. At the October 19, 2015 City Council meeting, elected officials and staff discussed a report detailing the need for replacement of fire-fighting equipment for both the short-term and long-term. The report also identified four revenue options to fund the more urgent needs to replace a 100' ladder truck, pumper and SCBA. The report is attached. At the October meeting, there was general consensus that a mill levy with a sunset clause should be discussed as the most viable funding option.

Staff was directed to research three topics for further discussion: 1) Insurance Service Office (ISO) ratings influence on homeowners insurance rates; 2) Need for a 100' ladder as compared to a smaller 70' apparatus; and 3) examples of costs to taxpayers for different mill levy amounts.

Insurance Service Office (ISO) Ratings. Some, but not all, insurance companies use Insurance Services Office (ISO) ratings of fire departments to establish the amount that its residents and business owners will pay for fire insurance. The lower the ISO rating the lower the fire insurance premium will be.

The system is guided by a Fire Suppression Rating System (FSRS) which is the manual ISO uses in reviewing the fire-fighting capabilities of individual communities. The schedule measures the community's fire-suppression system and develops a numerical grading called a Public Protection Classification. The numerical grading is based on response times, type and condition of equipment, water supply (flow rate, hydrants) and a number of other factors. By classifying a community's ability to suppress fires, ISO helps communities evaluate their public fire protection services. The program provides an objective, country wide standard that helps fire departments in planning and budgeting for facilities, equipment and training.

Research by staff shows that many insurance carriers are not utilizing ISO ratings but are looking at actual fire claim losses specific to zip codes to determine premium costs. Consequently, a community's ISO ratings may not directly impact the cost of homeowners insurance. It is dependent upon each individual insurance company's policies and State regulations.

Even if ISO ratings are not a consideration for insurance companies to lower premiums, the comprehensive rating system is a very beneficial tool for fire departments to determine their strengths and weaknesses. Through an objective and system-wide review of all aspects of a community's fire-fighting capabilities (equipment, water supply, training, response times, etc.), cities can identify weaknesses and take action to improve upon deficiencies. Ultimately, this will lead to less fire loss and fire claims creating a safer community. Fewer fire claims in a specific zip code would theoretically decrease insurance premiums for homeowners community-wide.

Need for a 100' Ladder Truck. The following was developed by Public Safety Director John Calabrese:

At a recent city council meeting there were several questions related to the need to replace our 100 foot ladder truck. The questions pertained to the fact that we have a 70 foot ladder, and why another truck (a 100 foot ladder) was necessary.

It is important to note that these are two very different, but equally valuable, pieces of firefighting equipment. They are complimentary pieces of equipment, which is why the decision to purchase and utilize them was made by our city fathers many years ago. 4503, (70 foot truck) is not really a "ladder" truck as defined in the fire service. It is a Quint. A quint is a piece of fire equipment that combines a fire pump, water tank, hose, ground ladders and an aerial ladder. This piece of equipment allows us to perform some very important functions: establish a water supply; properly attack a fire with adequate water streams; ventilation; primary and secondary searches; and to conduct salvage and overhaul operations.

The 100 foot ladder (4516) is invaluable in our firefighting capabilities. Depending on the distance from a structure (collapse zone) our 100 foot ladder may only reach the roof of a 75 foot building. During firefighting operations, the master water stream from the aerial ladder is more effective when directed from above the fire. Additionally we use it in rescue operations where the 70 foot ladder would not be effective. There are some buildings in the city (the college residence hall, the hospital, downtown, and Bay Harbor), where the 100 foot ladder is needed for rescue and firefighting operations.

Both pieces of equipment are needed and crucial to keeping our firefighting abilities as dynamic and robust as they are now. They are complimentary pieces of equipment, and part of an excellent fire protection service we provide to our citizens. The safety of our citizens, and our firefighters are better served with both pieces of equipment.

The Public Safety Department has developed a powerpoint presentation that will be shown at the meeting that will describe in visual terms the need for a 100' ladder truck.

Mill Levy/Cost to Taxpayers. Lastly, at the October 19th City Council meeting, City Council members generally supported exploring a mill levy increase to pay for short-term equipment needs-100' ladder truck, pumper truck and SCBA. See attached October 5th report. At the meeting, there were questions about the amount of the mill levy and number of years that it should be in effect. According to the report, a 100' ladder truck, pumper and new SCBA would cost an estimated \$1,530,000-\$1,730,000. (\$82,000 less or \$1,448,000-\$1,648,000 if City Council approves SCBA proposal included in your packet.)

Below is a chart of possible mill levies and the tax dollars that would be generated.

<u>Mill Levy</u>	<u>Tax \$ Generated Annually</u>	<u>3 Years</u>	<u>4 Years</u>	<u>5 Years</u>
0.8 Mills	\$360,000	\$1,080,000	\$1,440,000	\$1,800,000
0.9 Mills	\$405,000	\$1,215,000	\$1,620,000	\$2,025,000
1.0 Mills	\$450,000	\$1,350,000	\$1,800,000	\$2,250,000
1.1 Mills	\$495,000	\$1,485,000	\$1,980,000	\$2,475,000
1.2 Mills	\$540,000	\$1,620,000	\$2,160,000	\$2,700,000
1.25 Mills	\$562,500	\$1,687,500	\$2,250,000	\$2,812,500
1.3 Mills	\$585,000	\$1,755,000	\$2,340,000	\$2,925,000
1.4 Mills	\$630,000	\$1,890,000	\$2,520,000	\$3,150,000
1.5 Mills	\$675,000	\$2,025,000	\$2,700,000	\$3,375,000
1.6 Mills	\$720,000	\$2,160,000	\$2,880,000	\$3,600,000
1.7 Mills	\$765,000	\$2,295,000	\$3,060,000	\$3,825,000
1.8 Mills	\$810,000	\$2,430,000	\$3,240,000	\$4,050,000
1.9 Mills	\$855,000	\$2,565,000	\$3,420,000	\$4,275,000
2.0 Mills	\$900,000	\$2,700,000	\$3,600,000	\$4,500,000

Examples to gauge estimated additional annual costs to homeowners are illustrated below using the following taxable values:

<u>Taxable Value</u>	<u>Mill Levy</u>							
	<u>0.8</u>	<u>0.9</u>	<u>1</u>	<u>1.1</u>	<u>1.2</u>	<u>1.25</u>	<u>1.3</u>	<u>1.4</u>
\$75,000 TV	\$60	\$68	\$75	\$83	\$90	\$94	\$98	\$105
\$100,000 TV	\$80	\$90	\$100	\$110	\$120	\$125	\$130	\$140
\$150,000 TV	\$120	\$135	\$150	\$165	\$180	\$188	\$195	\$210
\$200,000 TV	\$160	\$180	\$200	\$220	\$240	\$250	\$260	\$280
\$250,000 TV	\$200	\$225	\$250	\$275	\$300	\$313	\$325	\$350
\$300,000 TV	\$240	\$270	\$300	\$330	\$360	\$375	\$390	\$420
\$500,000 TV	\$400	\$450	\$500	\$550	\$600	\$625	\$650	\$700

Action. That City Council discuss Fire Equipment Needs Assessment/Funding Options and give direction to City staff.

sb
Enclosure



**Fire Equipment
Needs Assessment/
Funding Options Report**

October 5, 2015

Table of Contents

Background Information.....	Page 3
Short-Term Fire Equipment Capital Needs.....	Page 4
Vehicle 4516 1984 100' Ladder Truck.....	Page 5-6
Vehicle 4501 1984 Pumper.....	Page 7-8
Self-Contained Breathing Apparatus (SCBAs).....	Page 9-10
Total Short-Term Fire Capital Equipment Costs...	Page 11
Long-Term Fire Equipment Capital Needs.....	Page 12
Vehicle 4503 2002 70' Ladder Truck.....	Page 12-13
Vehicle 4502 and 4505 2007 Rescue Pumpers...	Page 14
Self-Contained Breathing Apparatus (SCBAs).....	Page 15
Total Long-Term Fire Capital Equipment Costs...	Page 16
Revenue Funding Options.....	Page 17
Public Safety Millage.....	Page 17-18
Headlee Override.....	Page 19
Property Tax Administration Fee.....	Page 20
Property Safety Cost Recovery Fee.....	Page 21

Background

At the June 26-27, 2015 Goal Setting Session with Dr. Ohren, City Council and Department Heads identified four goals for the City to pursue in the following years. City Council adopted the Action Plan on September 21, 2015.

Within the Action Plan, Goal One states *“Insure a Long-Term Sustainable City Budget”*. The Action Strategies associated with Goal One include the following:

1. *“Consider four specific revenue sources to increase total revenues for the city.*
 - a. *Seek voter approval to establish a public safety millage.*
 - b. *Seek voter approval of a Headlee Override to reset the millage rate.*
 - c. *Impose a tax administration fee to cover the costs of levying the property tax.*
 - d. *Impose a public safety cost recovery fee to reimburse the city for extraordinary costs associated with responding to accidents.”*

The Action Plan also addresses the Public Safety Department’s equipment needs through Goal Two-*“Plan for New and Replacement Infrastructure to Accommodate the Future”*. An Action Strategy under Goal Two includes the following:

2. *“Consider specific revenue sources for infrastructure: for example, a public safety millage to provide additional revenue for replacement of public safety equipment.”*

As fire equipment needs have been discussed for almost two years with no revenue source identified, it is the City Manager’s desire to resolve this long-standing issue. It is my hope to have candid and productive discussions regarding both the need for fire-fighting equipment and to identify an appropriate funding mechanism to pursue in the future. We are fortunate to have a wealth of previous research to tap in to that was compiled by the former City Manager and Public Safety Director.

Short-Term Fire Equipment Capital Needs

Upon review of past research, there are short-term capital equipment needs and longer-term capital equipment needs. In the short term, both the 1984 100' Ladder Truck (4516) and a 1984 Pumper Truck (4501) need to be replaced in the immediate future. There is also an additional need for Self-Contained Breathing Apparatus (SCBA).

The justification for replacing these critical pieces of fire-fighting equipment is based upon national standards through the National Fire Protection Association (NFPA). The NFPA is a nonprofit company whose mission is to reduce the worldwide burden of fire and other hazards on the quality of life by providing consensus codes and standards. Fire apparatus manufactured must be designed and built according to NFPA Standard 1901, Standard for Automotive Fire Apparatus. Many of the requirements in this standard are the direct result of injuries and deaths from accidents involving fire apparatus. NFPA standards are viewed as the benchmark for fire service operations.

NFPA 1901 sets recommendations for the use and replacement of fire apparatus. Since 1992 significant improvements in the design and manufacturing of fire apparatus have made the equipment safer to use and operate. Nevertheless, fire-fighting equipment reliability and safety declines over the years with NFPA 1901 recommending fire apparatus 25 years or older be removed from service completely or be refurbished. Both the aforementioned 4516 ladder truck and 4501 pumper truck are over 31 years old. The current SCBA are anywhere between 8 and 25 years old. The manufacturer no longer makes this type of SCBA and stopped stocking and selling replacement parts in 2009.

As equipment ages, maintenance costs increase. In the last 5 years, it is estimated the City has incurred over \$109,000 in maintenance and repairs costs on fire-fighting equipment. During this time period, Vehicle 4516 (100' Ladder Truck) has the highest maintenance costs, over \$45,000.

Fire apparatus mileage is not a reliable indicator of the overall condition of the apparatus. Since a fire apparatus will travel a short distance to the scene and spend several hours pumping water, hours of use more accurately indicate service life. A general rule is that for every one hour a fire apparatus spends running equates to 35 miles driven.

The following is a brief summary of 4516, 4501 and SCBA.

Vehicle 4516 1984 100' Ladder Truck



The current 1984 aerial ladder serves as the front line ladder and is the only 100' ladder in the entire county. It has open cab jump seats, no shoulder belts for the driver or operator, no anti-lock brakes, no auxiliary engine brake, and no electric load manager. The emergency lighting does not meet current NFPA 1901 standards, and cab construction and rollover protection does not meet the most current Federal Motor Vehicle Safety Standards. There are also no safety interlocks to prevent the ladder from being raised without the outriggers properly set. This vehicle has unprotected jump seats and no air bags or shoulder safety belts.

Vehicle 4516 has experienced numerous electrical issues during the last twelve months. The cost of making the repairs continues to take away from a budget that has already seen significant cuts in recent years. Additionally, each time the current apparatus is taken out of service for repairs it is not available for use. As the only 100' aerial ladder in the county, not only the City of Petoskey relies on its importance, but our neighboring communities as well as they utilize its use through mutual aid agreements.

During the previous three years this apparatus has responded to extinguishing 36 structural fires in this community and 6 structure fires in neighboring communities.

In 2013, the Insurance Services Office conducted a reevaluation of the community. At the completion of their review the ISO rating for the City of Petoskey was lowered from a Class 5 to Class 4 (lower the classification the better). Significant financial benefit may be realized by the property owners in the community from this lowered classification.

One of the major factors in the lowered classification was the availability of a 100' aerial ladder. The loss of this apparatus would return the ISO Class to the previous 5. This could have a direct financial impact on the entire community.

Specifications

- 31 years old, 1984 Sutphen 100' Aerial Ladder; Truck 4516
- 3,121 hours
- 1,500 gallon per minute pump and carries 300 gallons of water
- Can spray 1,000 gallons per minute from tip of 100' ladder
- Carries 104' of ground ladders

Uses

- Housed at the Bay Harbor West Station
- First response fire apparatus to fire incidents in Bay Harbor, second response apparatus to all other locations in the City
- Serves as the only 100' aerial ladder in Emmet County
- Due to its age, replacement parts are difficult to obtain with refurbishment costs in the \$800,000 range

Concerns

- Several electrical issues have occurred recently
- Speedometer and water tank gauge do not work, replacement parts are not available
- Lacks numerous vehicle safety features such as no shoulder belts for driver or operator, no anti-lock brakes, no auxiliary engine brake
- NFPA Standard 1901 recommends this apparatus be removed from service or refurbished because of its age

***4516 estimated replacement cost:
\$1 million-\$1.2 million***

Vehicle 4501 **1984 Pumper**



Fire apparatus 4501 is a 1984 pumper with a 1,250 gallon per minute (GPM) pumping capacity that does not meet NFPA 1901 Standards and which is showing significant body corrosion. This piece of apparatus was also scheduled for replacement in the 2010-2015 CIP. The plan was to replace this piece of equipment, and two others, with a single multi-purpose apparatus capable of performing the same functions.

Specifications

- 1984 Sutphen Pumper; Truck 4501
- 3,388 hours
- 1,250 gallon per minute pump and carries 750 gallons of water
- Carries 50 feet of ground ladders

Uses

- First response apparatus for fires at both Bay Harbor Marina and Petoskey Marina
- Housed at the Downtown Station
- Apparatus is one of three that had been proposed to be replaced in 2015 with a single multi-purpose apparatus

Concerns

- Rust and corrosion are beginning to appear on the body and underside
- Lacks numerous vehicle safety features such as anti-lock brakes and shoulder harnesses, also has an open cab design.
- Due to its age, replacement parts are difficult to obtain
- NFPA Standard 1901 recommends this apparatus be removed from service because of its age and refurbishment is not a viable option

***4501 estimated replacement cost:
\$450,000***

Self-Contained Breathing Apparatus (SCBA)



Specifications

- The current Self-Contained Breathing Apparatus have a 30 minute capacity and do not meet the current NFPA standards for minimum air flow capacity

Uses

- The City is looking to purchase 45 minute units compared to the 30 minute units we currently use
- Reason for this change is the new standard that requires a low air warning at 33% cylinder pressure compared to the 25% used on our current units
- The City has conducted extensive training and based on this training the average on air time for firefighters is about 15 minutes. Using the new standard with a 30 minute bottle would greatly reduce the amount of on-air time, making interior fire operations even more challenging and dangerous. The 45 minute bottle will give approximately 22-25 minutes of on-air time.

Concerns

- 50% of the SCBA are 13-25 years old with replacement parts discontinued in 2009

- The reliability of the Personal Alert Safety System (PASS alarm) which attaches to the SCBAs has also been a serious safety issue. Due to numerous false activations the sound of a PASS alarm at an active fire has become commonplace and receives little reaction from other firefighters when heard.
- Additionally, the electronics in our current PASS equipment is failing. For instance, the new standard requires the PASS alarm be mounted to rear of the backpack assembly. This came about as research showed that most firefighters will fall on their chest/stomach area if disabled in a fire scene (because of the usual crawling motion used). This makes it more difficult to hear the PASS alarm sound if the firefighter is lying on it. Our units have the PASS alarm on the front of the unit. The replacement of these units is a high priority.
- Recently the Public Safety Department had serious difficulty trying to find replacement face pieces. This is a dangerous situation. Both of these issues have been addressed in the most recent NFPA standard.
- The Public Safety Department states there is a need for 43 new SCBA units. Each unit costs approximately \$5,000 for a total cost of \$215,000. We were fortunate to recently receive a Homeland Security Firefighter's Grant for \$133,000 which reduces the total costs to the City for short-term SCBA to \$82,000.
- The new units are not interchangeable with the old units. The pieces will not fit or work together, so there is no way to mix and match. The new models are much different than the current models. The City desires to keep all the units consistent for safety on the fire ground and training.
- Newest NFPA standards requires temperature testing for SCBA, including face-pieces. Research showed that older SCBA components cannot withstand the higher fire temperatures we are seeing in fires. The higher temperatures are due to more plastics and other hot-burning materials being used in current building materials. Our equipment does not meet this standard, and will fail at higher the temperatures.
- Our current units are not CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive) rated, as required by current NFPA standards. Newer units are manufactured to protect firefighters from these exposures.

***SCBA estimated replacement costs:
\$215,000 less \$133,000 Homeland Security Firefighter's
Grant=\$82,000***

Total Short-Term Fire Capital Equipment Costs:

Vehicle 4516 100' Ladder Truck	\$1,000,000-\$1,200,000
Vehicle 4501 Pumper Truck	\$450,000
SCBA	<u>\$ 82,000</u>
Total	\$1,532,000-\$1,732,000

Estimated Resale Value of 4516 and 4501:

4516 Ladder Truck-	\$2,500-\$10,000
4501 Pumper Truck-	\$2,500-\$5,000

Long-Term Fire Equipment Capital Needs

Several pieces of fire equipment will need to be replaced in the longer-term, in at least 6-8 years or approximately by 2022-2025. The following is a summary of the remaining four apparatus that the City will need to address in a few years.

Vehicle 4503 2002 70' Ladder Truck



Specifications

- 2002 Sutphen 70' Aerial Ladder; Truck 4503
- 2,314 hours
- 1,500 gallon per minute water pump and carries 400 gallons of water
- Carries 50' of ground ladders
- Can spray 1,000 gallons per minute from tip of 70' ladder

Uses

- Housed at the Downtown Station
- Serves as the primary fire response apparatus to all fire incidents

Concerns

- Identifying a long-term revenue source for replacement. Estimated replacement date 2022-2025.

***4503 estimated replacement cost:
\$800,000-\$1,000,000***

Vehicle 4502 and 4505 2007 Rescue Pumpers



Specifications

- 2007 Sutphen Rescue Pumpers
- Truck 4502 has 1,790 hours, Truck 4505 has 1,894 hours
- One apparatus housed at Bay Harbor West Station, one at Downtown Station
- 1,500 gallon per minute water pump and carries 500 gallons of water
- Carries 50' of ground ladders

Uses

- Licensed as Basic Life Support Units by the Michigan Department of Public Health. Apparatus carry same equipment as a basic life support ambulance with the exception of a patient cot. Petoskey is the only fire department in Emmet County licensed at this level.
- Also carries "Jaws of Life" tools for vehicle extrications
- Most frequently used apparatus, averaging 400 calls annually

Concerns

- Identifying a long-term revenue source for replacement. Estimated replacement date 2027-2032.

***4502 and 4505 estimated replacement costs:
\$1 million-\$1.2 million***

Self-Contained Breathing Apparatus (SCBAs)



The Public Safety Department is estimating that in the next 10-12 years 43 SCBA will need to be purchased at \$5,000 each.

- Estimated replacement date 2025-2027

***SCBA estimated replacement costs:
\$215,000***

Total Long-Term Fire Capital Equipment Costs:

Vehicle 4503 70' Ladder Truck	\$ 800,000-\$1,000,000
Vehicle 4502/4505 Rescue Pump.	\$1,000,000-\$1,200,000
SCBA	<u>\$ 215,000</u>
Total	\$2,015,000-\$2,415,000

Estimated Resale Value of 4503 and 4502/4505 at the end of useful life:

4503 Ladder Truck (in 6-8 years):	\$20,000
4502/4505 Pumper Trucks (in 12-17 years):	\$20,000 (\$10K each)

Revenue Funding Options

The following information is a brief summary of revenue options that could be implemented to purchase outdated capital equipment for the Public Safety Department. Each revenue option was specifically identified in the City-adopted Action Plan.

Public Safety Millage

This is one of four possible new revenue sources that was identified through the goal setting session with Dr. Ohren.

A public safety millage would be subject to voter approval and may fund operating and/or capital expenditures. A public safety millage is less flexible, but possibly easier to explain to citizens as tax revenues would be specifically earmarked to pay for antiquated and outdated fire-fighting equipment.

The following calculations are based upon a taxable value of \$450,000,000. The public safety millage can be passed with a sunset clause of a specified time period- 3,4,5 years?

<u>Mill Levy</u>	<u>Tax \$ Generated Annually</u>	<u>3 years</u>	<u>4 Years</u>	<u>5 years</u>
0.8 Mills	\$360,000	\$1,080,000	\$1,440,000	\$1,800,000
0.9 Mills	\$405,000	\$1,215,000	\$1,620,000	\$2,025,000
1.0 Mills	\$450,000	\$1,350,000	\$1,800,000	\$2,250,000
1.1 Mills	\$495,000	\$1,485,000	\$1,980,000	\$2,475,000
1.2 Mills	\$540,000	\$1,620,000	\$2,160,000	\$2,700,000
1.3 Mills	\$585,000	\$1,755,000	\$2,340,000	\$2,925,000
1.4 Mills	\$630,000	\$1,890,000	\$2,520,000	\$3,150,000
1.5 Mills	\$675,000	\$2,025,000	\$2,700,000	\$3,375,000
1.6 Mills	\$720,000	\$2,160,000	\$2,880,000	\$3,600,000
1.7 Mills	\$765,000	\$2,295,000	\$3,060,000	\$3,825,000
1.8 Mills	\$810,000	\$2,430,000	\$3,240,000	\$4,050,000
1.9 Mills	\$855,000	\$2,565,000	\$3,420,000	\$4,275,000
2.0 Mills	\$900,000	\$2,700,000	\$3,600,000	\$4,500,000

Short-term Capital Equipment Needs:	\$1.53m-\$1.73m
Long-term Capital Equipment Needs:	<u>\$2.01m-\$2.41m</u>
Total Capital Equipment Needs	<u>\$3.54m-\$4.14m</u>

Pros

- Consistent with Action Plan Goal to “Insure a Long-Term Sustainable City Budget.”
- Addresses a specific need (fire-fighting equipment). Strong nexus between a new tax revenue paying for a tangible fire equipment need. Simple, easy to understand and to the point.
- Could be implemented for a specific time period utilizing a sunset provision. Using a sunset provision on a new tax increase is generally viewed more favorably by the electorate.

- Could be developed as both a short and long-range funding mechanism. In the short-term, a mill levy could be developed for 3-5 years to pay for immediate needs (new ladder truck, pumper and SCBA). Once these urgent needs are satisfied, the City could ask the voters to extend the mill levy to pay for long-range equipment needs that are 7-10 years out. Successfully accomplishing purchase of short-term equipment needs through a voter approved mill levy increase with a sunset provision may instill confidence in the electorate that we did exactly what we said we were going to do.
- Most likely more politically acceptable than a Headlee Override.
- Mill levy can be developed specifically to generate X amount of dollars over X years to pay for specific equipment. Nothing arbitrary or subjective.
- Relatively low mill levy increase over 3-5 years will fund short-term fire-fighting equipment needs.
- Pays for an essential municipal service need-public safety and fire-fighting equipment.

Cons

- Still a tax increase that will be opposed by many groups within the community.
- Financial hardship of raising taxes for low-income families and senior citizens on fixed incomes.
- Raises the question of why can't local government live within its means?
- City will need to justify why these expenditures were not planned for in advance. This will require a need to emphasize the 18% property tax drop that occurred in 2010-12 and include an aggressive community education effort to make a convincing argument regarding the need for a tax increase.

Headlee Override

This is the second possible revenue source discussed in the goal setting session with Dr. Ohren. The Headlee Override is a vote by the electors to return the millage to the originally authorized level according to the Charter, state statute, or vote of the people and was developed to counteract the effects of the Headlee Amendment. The Headlee Amendment requires cities to reduce their millage rate when annual growth on existing property is greater than the State's rate of inflation, or 5%, whichever is less. Conversely, there is no limitations on reductions in property valuations as evident in years 2010-12 when the City's taxable value fell significantly.

This state statute has significantly limited the City from recouping the 18% loss of its property tax revenue from 2010-12. Because of the Headlee Amendment, the City has only been able to recoup roughly 5% of these lost revenues from 2012 to the present. These inflationary increases cover the increases operating costs driven by inflation but do not allow the City to recoup the original 18% decrease in property tax revenue.

A Headlee Override is subject to voter approval and could return the millage rate to the original authorized limit of 10 mills. The maximum millage rate has been reduced to 7.6707. If approved by voters, City Council would not be obligated to increase the mill levy rate to the full 10 mills but could approve a lesser amount. An additional 2.3293 mills (10 mills - 7.6707 mills) would generate an estimated \$1,048,185 in property tax revenue.

Pros

- Consistent with Action Plan Goal to "Insure a Long-Term Sustainable City Budget."
- Very flexible as new revenues could be used to pay for a variety of City operations.
- Would sufficiently fund fire-fighting equipment replacement needs in both the short and long-term as well as other General Fund needs.
- Allows electorate to determine if they would like to override the voter approved Headlee Amendment.

Cons

- Typically difficult for cities to get voter approval; although schools achieve a higher success rate.
- With additional property tax revenues, City would need to substantiate through the budgeting process and Capital Improvement Plan (CIP) how any increase in millage rate would be utilized.
- Lacks specificity.
- Large tax increase could be a financial burden on lower income families and families on a fixed income.
- Contrary to voter approval of the Headlee Amendment.

Property Tax Administration Fee

The City of Petoskey is required to assess and 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 paying for all costs to defend 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.

City Council, beginning in 2001, discontinued collection of the 1% property tax administration fee and reinstated the fee for 2014. 1% raises approximately \$209,000. The Director of Finance estimates our costs for property tax collection that includes assessing and legal fees, accounting, finance department's time, and software and hardware cost in the \$210,000 range.

The administration fee was not approved in 2015. Thirteen of the eighteen tax collecting units in Emmet County collect the administration fee.

Pros

- 1% fee more equitably shares the costs of property tax collection with five other taxing districts. Without the fee, City of Petoskey taxpayers are actually subsidizing tax collection costs for other taxing entities.
- Frees up other property tax dollars to pay for parks, public safety, and other General Fund needs.
- Upon approval, provides funds in an expeditious manner.

Cons

- Insufficient funds (\$209,000) to cover immediate, short-term fire-fighting equipment needs of \$1.5-\$1.7 million.
- Not specifically developed to pay for fire-fighting equipment, but to offset costs of property tax collection.
- Could be viewed as "double taxation".

Public Safety Cost Recovery Fee

The fourth revenue source to consider per the Action Plan is to implement a Public Safety Cost Recovery Plan that could be passed by Council action. This charge would allow the City to be reimbursed by insurance companies for all costs associated with emergency response to accidents. The charge could be applicable to all those that do not pay property taxes. Approximately half of automobile crashes in Petoskey involve non-residents. It is believed that a program of this type would generate roughly \$50,000.

Pros

- Transfers a portion of the financial burden of emergency services to users of municipal services.
- Charges insurance companies of non-residents for actual costs of emergency response.
- No increase to Petoskey residents who are already paying for public safety services through property taxation.
- Most likely there would be relatively little local opposition to implement a public safety cost recovery program.
- Creates a logical nexus to have those that use public safety services, pay for the costs of these services.

Cons

- Insurance companies would oppose such a program.
- Could be viewed by tourists in a negative light.
- Creates an additional hardship for motorists who are already traumatized by being in an accident (although financial burden would be borne by auto insurance companies).
- Insufficient revenues to pay for large capital equipment items, but could be used to supplement public safety expenses.
- Additional administrative work for Public Safety Department.



BOARD: City Council

MEETING DATE: December 7, 2015

DATE PREPARED: December 2, 2015

AGENDA SUBJECT: Purchase of Self-Contained Breathing Apparatus (SCBA)

RECOMMENDATION: That the City Council adopt the proposed resolution

Background. The October 5, 2015 Fire Needs Assessment/Funding Options Report addresses both long and short term fire equipment needs including purchase of 43 Self-Contained Breathing Apparatus (SCBA). Within the past few days, the Public Safety Department has received more specific information regarding grant funding and SCBA costs. With this additional information, City Staff has developed a proposal for City Council's consideration to purchase the 43 SCBA in 2015. This approach would negate any need for a possible future mill levy increase to pay for SCBA. The proposal is as follows:

Expenditures

43 SCBA at \$5,700 each totals: **\$245,100**

Revenues

Grants

Homeland Security Firefighter's Grant	\$132,715
(\$6,989 local match from the City)	
2011 Odawa Indians Local Revenue Sharing Board	\$ 25,000
2012 Odawa Indians Local Revenue Sharing Board	\$ 10,000
2015 Odawa Indians Local Revenue Sharing Board	<u>\$ 10,000</u>
Total Grant Funding	<u>\$177,715</u>

Water/Sewer Purchase

7 individual units for Water and Sewer Employees* \$ 39,900

Public Safety Department Contribution 2015 Budget \$ 27,485

Total Revenue **\$245,100**

* Because water and sewer employees work in an environment that includes dangerous and potentially fatal gaseous chlorine and other toxic compounds, MI OSHA requires all water and sewer employees be outfitted with individual SCBA. According to these regulations, each employee must have their own specific SCBA which must be properly fitted.

According to our year end estimates for 2015, the Public Safety Department will be substantially under budget. Both the City Manager and Director of Finance recommend a \$27,485 contribution from the Public Safety Department as well as a \$39,900 Water and Sewer Fund contribution from the 2015 Budget.

Action. The proposal leverages \$177,715, or 72.5% of total project costs, to purchase 43 SCBA without a mill levy increase and with minimal financial impacts to the City's General Fund and Water and Sewer Enterprise Funds. The proposal also reduces the overall costs of short-term firefighting equipment needs that would need to be paid through a possible future mill levy.

The City Manager recommends City Council approve the enclosed resolution to purchase 43 SCBAs in an amount not to exceed \$245,100, as proposed from Apollo Fire Equipment Company & Fire Apparatus Repair, Inc. of Romeo, Michigan.

rs
Enclosure



WHEREAS, City Council received a Fire Needs Assessment/Funding Options Report on October 5, 2015 that addressed both long and short term fire equipment needs;

WHEREAS, 43 Self-Contained Breathing Apparatus (SCBA) devices were included in the report;

WHEREAS, the Department of Public Safety identified more specific information regarding grant funding and SCBA costs;

WHEREAS, total expenditures for 43 SCBA devices amounts to \$245,100;

WHEREAS, the City of Petoskey received grant funding for the equipment from Homeland Security Firefighter's Grant and 2011, 2012 and 2015 Local Revenue Sharing Board grants totaling \$177,715;

WHEREAS, the City of Petoskey will provide a local match of \$6,989 and receive contributions from the 2015 Budget from the Water and Sewer Enterprise Funds and General Fund/Public Safety totaling \$67,385;

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby approves the purchase of 43 SCBA devices which reduces the overall costs of short-term firefighting equipment needs that would need to be paid through a possible future mill levy:

BE IT FURTHER RESOLVED that the City Council does and hereby authorizes the purchase of 43 Self-Contained Breathing Apparatus (SCBA) through Apollo Fire Equipment Company & Fire Apparatus Repair, Inc., Romeo, Michigan, in an amount not to exceed \$245,100.



BOARD: City Council

MEETING DATE: December 7, 2015

PREPARED: December 3, 2015

AGENDA SUBJECT: Submission of an Application to the Rotary Club of Petoskey for Potential Funding of Firefighting Equipment

RECOMMENDATION: That the City Council consider and motion to approve submitting an application to the Rotary Club of Petoskey

Background. For the past three years the Rotary Club of Petoskey solicits applications from community organizations to share proceeds from its annual "Diamonds and Denim" event that will be held September 17, 2016 at the Knights of Columbus Hall.

In our continuing efforts to pursue grant funding to offset purchase costs for firefighting equipment, the City Manager requests City Council's support submitting an application to the Rotary Club of Petoskey. The application is due December 18, 2015.

See enclosed new release.

Action. Motion to support an application to the Rotary Club of Petoskey for potential funding of firefighting equipment.

sb
Enclosure

Rotary



News Release Dec. 1, 2015
For more information, contact Ingrid Flemming
imflemming@hotmail.com ~ 231.881.8212

Petoskey Rotary seeking partner to share proceeds **from third annual Diamonds & Denim event**

Non-profit organizations in the region are encouraged to apply to become the partner and beneficiary of a share of proceeds from the 2016 Diamonds & Denim, hosted by the Rotary Club of Petoskey.

Applications to become the community partner for the Third Annual Diamonds & Denim are due by 5 p.m., Friday, Dec. 18. Interested non-profit applicants should submit a brief description of their organization, its vision, and a description of the project to Rotary Club of Petoskey, PO Box 61, Petoskey, MI 49770.

To be eligible, non-profit organizations must serve northwest Michigan and have a strong presence and clientele in Emmet County. The organization must also be able to amass volunteers and organizers to assist the Rotary Club of Petoskey in organizing, planning, and hosting the Diamonds & Denim event planned for Saturday, Sept. 17, 2016, at the Knights of Columbus Hall in Petoskey.

In exchange for this partnership, the organization shares in the proceeds from the event, explained Ingrid Flemming, Rotarian and Chair of the 2016 Diamonds and Denim Dinner, Dance and Auction.

"We have successfully raised over \$100,000 for our prior partners, Top of Michigan Trails Council for its ultimate trailhead in 2015 and the Public Schools of Petoskey for its community athletic complex in 2014. We are looking for another great community organization to partner with for next year's event," Flemming added.

Organizations selected from this first-round review of projects will be interviewed prior to the final selection, which is expected to take place in early 2016.

Cutline:

The Annual Rotary Club of Petoskey Diamonds & Denim event has sold out every year. The club is currently seeking applications, due December 18, from area non-profits who would like to partner and share in the proceeds from this year's third annual event.

Rotary/D&D2016/RFP PR_Dec 2015

Service Above Self

Rotary Club of Petoskey • PO Box 61, Petoskey, MI 49770 • www.PetoskeyRotary.org • info@PetoskeyRotary.org



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: December 7, 2015

PREPARED: December 3, 2015

AGENDA SUBJECT: Closed Session Authorization Resolution

RECOMMENDATION: That the City Council adopt this proposed resolution

The City Council will be asked to adopt the enclosed proposed resolution that would authorize to adjourn to a closed session pursuant to Section 8(h) of the Michigan Open Meetings Act to consider written communications protected by the attorney-client privilege and exempt from disclosure under Section 13(1)(h) of the Freedom of Information Act.

sb
Enclosure



City of Petoskey

Resolution

WHEREAS, the City Manager has requested that the City Council adjourn to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider written communications protected by the attorney-client privilege and exempt from disclosure under Section 13(1)(h) of the Freedom of Information Act, following the conclusion of routine business at the City Council's special meeting of December 7, 2015:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby authorizes to adjourn to a closed session, to consider written communications protected by the attorney-client privilege and exempt from disclosure.