



CITY COUNCIL

August 6, 2018

1. Call to Order - 7:00 P.M. - City Hall Council Chambers
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) July 16, 2018 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since July 16, 2018
5. Miscellaneous Public Comments
6. City Manager Updates
7. New Business
 - (a) Discussion and possible approval of the Downtown Strategic Plan 2018-2022
 - (b) Authorization to contract with Cusack's Masonry Restoration, Inc., Hubbardson, MI, for City Hall exterior restoration and masonry repairs in the amount of \$94,345
8. Closed Session – Adoption of a proposed resolution that would authorize to recess to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure
9. City Council Comments
10. Adjournment



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: August 6, 2018

PREPARED: August 2, 2018

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

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

- (1) Draft minutes of the July 16, 2018 regular session City Council meeting; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since July 16, 2018 for contract and vendor claims at \$1,984,247.79, intergovernmental claims at \$455,210.60, and the July 12 and July 26 payrolls at \$447,444.68 for a total of \$2,886,903.07.

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Enclosures



CITY COUNCIL

July 16, 2018

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, July 16, 2018. This meeting was called to order at 7:00 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

Present: John Murphy, Mayor
Kate Marshall, City Councilmember
Izzy Lyman, City Councilmember
Grant Dittmar, City Councilmember
Jeremy Wills, City Councilmember

Absent: None

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, Downtown Director Becky Goodman and City Attorney James Murray.

Consent Agenda - Resolution No. 19205

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

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the June 18, 2018 regular session City Council meeting be and are hereby approved; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since June 18, for contract and vendor claims at \$1,868,788.34, intergovernmental claims at \$5,828.29, and the June 28 payroll at \$211,474.53, for a total of \$2,086,091.16 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Public Comment

Mayor Murphy asked for public comments and George Ramey, Alanson, complimented how nice the fireworks were as part of the July 4 celebration.

City Manager Updates

The City Manager reported that the City will be resurfacing Emmet, Sheridan and Bayfront Drive using MDOT Small Urban Street grant money totaling \$375,000 over the next 6-7 weeks beginning work on Emmet Street; that West Lake Street improvements have been completed; that the Greenway Corridor Phase II improvements are ongoing with the contractor anticipating completion in mid to late August; that the Bridge Street Bridge is open to motorists and the Bear River Trail under the bridge is also open with final improvements to occur in mid to late August with more closures for 2-3 days; that the Parks and Recreation Commission, in conjunction with City staff, will be hosting "Picnics in the Park" engagement events this summer to solicit feedback on current park and recreation services;

that the first picnic will occur at 5:00 P.M., July 19 at Curtis Park with future events scheduled at Washington and possibly Lockwood Parks; that the MDEQ recently passed new legislation pertaining to replacement of all lead service lines on community water systems; that starting in 2021, Michigan communities will be required to replace at least 5% of lead service lines each year over a 20-year period; that Planning Commission will review the CIP 2019-2024 in August and Council will review at the September 17 Council meeting; that four bids have been received for masonry work to City Hall with a wide range of bid amounts from \$58,000 to \$118,000 and staff and architect Rick Neumann are better defining scope of work and reviewing costs; and that the Planning Commission will be hearing a presentation on a conceptual design for 200 East Lake Street at 7:00 P.M., Thursday, July 19.

City Councilmembers inquired on the new legislation concerning the replacement of lead services and how staff will know how far to go on private property. The City Manager responded that staff may need to get inside residences to have a better idea of necessary work and approximate costs.

Building Authority Board of Commissioners Reappointment – Resolution No. 19206

Mayor Murphy reviewed that City Council consider possible reappointment to the Building Authority Board of Commissioners.

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

BE IT RESOLVED that the City Council does and hereby approves the reappointment of Robert Straebel, City Manager, to the Building Authority Board of Commissioners for a three-year term ending July 2021.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Adopt 2018 Action Plan – Resolution No. 19207

The City Manager reviewed that at the June 18 Council meeting, Councilmembers reviewed the first draft of the 2018 Action Plan and directed staff to place the document on the City's website soliciting feedback from residents. The City Manager reported that by the comment deadline date of July 10, the City received one comment from Derek Shiels; that barring any desired changes to the Plan, Council could approve the document; reviewed the five goals and strategies; and reviewed the letter from Mr. Shiels.

City Councilmembers commented that a citizen inquired on the Action Plan and they were able to explain the purpose of the goal; heard concerns with sustainability goal and difference between talking about it and carrying out policy; discussed all goals and strategies; discussed goal three concerning diversifying and strengthening the City's economic base in regards to developing a parking deck on the Darling Lot and if that is really the end goal of the City; heard comments if hiring a consultant is what Council and staff want; and who would market the property/project.

City Councilmember Lyman then moved that, seconded by City Councilmember Wills adoption of the following resolution and 2018 Action Plan as revised:

WHEREAS, on April 30, 2018 the City Council met with the City Manager and Department Heads to discuss important issues facing the City of Petoskey; and

WHEREAS, as part of this discussion, the City Council, City Manager and Department Heads developed a draft Action Plan that listed five near-term goals for the City of Petoskey;

WHEREAS, at their June 18, 2018 Council meeting, the City Council discussed the draft Action Plan and directed City Staff to seek public comment;

WHEREAS, the City of Petoskey solicited public comment on the draft Action Plan through the City's website for approximately three weeks; and

WHEREAS, the comments on the draft Action Plan were considered by City Council at the July 16, 2018 meeting:

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby approve the attached 2018 Action Plan for the City of Petoskey.

DRAFT

**City of Petoskey
2018 Final Action Plan**

Goal One Insure a Long-Term Sustainable City Budget

<u>Strategies</u>	<u>Responsibility</u>	<u>Notes</u>	<u>Estimated Timeline</u>
<u>Highest priority strategies</u>			
1. Create a parks/trails and City buildings maintenance plan including cost estimates for repair and upkeep. Consider potential new revenue sources to be used to fund future maintenance and up-keep associated with parks/trails and City buildings.	City Council City Manager Director of Finance Director of Parks and Recreation City Planner	City Council should consider a funding mechanism and work with Staff to pursue a long-range plan for funding maintenance and upkeep for City parks/trails and buildings.	Discussion in 2019
2. Develop a long-term fire equipment needs assessment and financial plan to fund long-term fire equipment needs in future years. Consider "right sizing" the Public Safety Department's fire vehicle fleet by possibly consolidating/downsizing fire truck apparatus. Any "right sizing" of fire response vehicles should consider impacts on the City's Insurance Service Office (ISO) ratings while retaining the highest safety standards for local firefighters. Additionally, the City should explore creating a Fire Capital Equipment Reserve Fund to be used for future purchases of firefighting vehicles.	City Council City Manager Director of Finance Director of Public Safety	According to past reports, in the next 8-12 years the City will need to consider replacing both a 70' ladder truck (est. costs \$800,000-\$1million) and possibly two rescue pumpers (est. costs \$1million-\$1.2million). City Staff will develop options on how to pay for these costly capital equipment purchases for City Council's consideration.	Will be addressed in 2019 Motor Pool and each year forward
3. Achieve 90% funding for all employee divisions pertaining to the Michigan Employment Retirement System (MERS) defined benefit plans. On an annual basis, review the MERS Annual Actuarial Valuation Report for funding levels to further reduce the Unfunded Accrued Liability (UAL). Identify options to further reduce the UAL until 90% funding is achieved.	City Council City Manager Director of Finance	Over the last 2-3 years, MERS has made adjustments to mortality rates, amortization periods and the assumed rate of return on investments leading to substantial increases in annual Defined Benefit payments for the City.	Summer of each year

Goal Two**Plan for New Infrastructure as well as Maintenance of Current Infrastructure to Accommodate the future**

<u>Strategies</u>	<u>Responsibility</u>	<u>Notes</u>	<u>Estimated Timeline</u>
<u>Highest priority strategies</u>			
1. Identify and extend the Capital Improvement Plan (CIP), the long term infrastructure needs of city departments, indicating both new and replacement needs as well as long-term infrastructure maintenance requirements. Identify long-term capital replacement and maintenance needs for long-term planning.	City Council Director of Public Works Director of Finance Director of Parks and Recreation City Planner City Manager	Currently, City officials annually develop a six-year CIP for City Council's approval. Extending analysis an additional 10 years into the future may provide a clearer picture for City officials of the City's infrastructure needs over the long-term.	A routine process has been developed whereby the CIP is publicly presented to the Planning Commission for their review and approval, and detailed public presentations are done for City Council on a project-by-project basis. Starting in the 2019 Budget process, City Staff will create a list of critical capital improvements needed for an additional 10 years.
2. Aggressively pursue grants to support specific infrastructure needs, including Bureau of Indian Affairs funding for streets where appropriate	City Council Director of Public Works Director of Finance Director of Parks and Recreation City Planner City Manager	A master list of past awarded grants along with deadline dates would assist Staff in maximizing grant dollars awarded to the City.	On-going
3. Consider specific revenue sources for infrastructure and building repair and maintenance. For example, a mill levy for improvements to City Hall and/or repaving the Little Traverse Wheelway could be considered when the Public Safety Equipment millage sunsets in 2020.	City Council Director of Public Works Director of Finance Director of Parks and Recreation City Planner City Manager	Over the past several decades, the City has constructed a comprehensive network of high quality community amenities leading to Petoskey's reputation as a premier northern Michigan community in which to live, work and recreate. Some of these amenities include a historic downtown, renovated City Hall, award-winning pedestrian/bicyclists trail system, Winter Sports Park, and City Marina. These valuable amenities are in need of on-going maintenance and repair in the coming years. To maintain the highest standards for our local infrastructure and community amenities an additional revenue source may need to be identified and pursued.	2018-2020

Goal Three**Diversify and Strengthen the City's Economic Base**

<u>Strategies</u>	<u>Responsibility</u>	<u>Notes</u>	<u>Estimated Timeline</u>
<u>Highest priority strategies</u>			
1. On an annual basis, review the City's Redevelopment Ready Communities (RRC) Program Economic Development Strategy. Focus on the viability of identified redevelopment sites as well as appropriate economic incentives.	City Council City Manager City Planner	<p>Through the RRC Economic Development Plan, the City has identified three sites on which to focus economic redevelopment efforts. The sites include 200 East Lake Street, the Darling Lot and 900 Emmet Street.</p> <p>The City will consider not only the economic development viability for each site, but also whether economic development incentives included in the Economic Development Strategy are appropriate.</p>	Starting in early 2019 and each year thereafter
2. Through a competitive Request for Qualifications (RFQ) process, hire a consultant to develop a conceptual plan for a mixed-use development at the City-owned Darling Lot based upon comments by the Planning Commission, City Council and general public.	City Council City Manager City Planner DMB Director	A mixed-use development that includes commercial, residential and some form of covered parking on the Darling Lot will require a private/public partnership. The City should be proactive in developing conceptual plans that adhere to current local planning and zoning regulations to better market the site to prospective developers.	Complete conceptual drawings of a mixed-use development in 2019. Market the site to prospective developers in the future.

Goal Four**Identify and Address Downtown Development Issues**

<u>Strategies</u>	<u>Responsibility</u>	<u>Notes</u>	<u>Estimated Timeline</u>
<u>Highest priority strategies</u>			
1. Using past studies on the Lake Street/Division Street parking lot as well as the Darling Lot Study completed in 2017, consider several specific strategies to increase parking in the downtown area. When planning downtown infrastructure projects consider different street parking options to maximize downtown parking.	City Council City Manager City Planner Director of Public Works DMB Director	Focus is to increase the number of covered parking spots as well as optimize downtown street parking options.	April, 2019
2. Examine and remove to the extent feasible obstacles to downtown residential uses.	City Council City Planner City Manager DMB	Developers have identified a lack of covered parking as a critical impediment to renovating second and third story floors in the downtown area for residential uses.	On-going
3. Consider whether property code enforcement should be expanded and encourage all business owners to participate in the voluntary self-inspection fire safety program.	City Council City Manager Public Safety Director DMB Director	Encourage all property owners to maintain their properties, given the importance to the City's economy and property valuations. Currently, the Public Safety Department offers a voluntary fire inspection services for free.	On-going

Goal Five

Develop and Promote Community Sustainability Measures

<u>Strategies</u>	<u>Responsibility</u>	<u>Notes</u>	<u>Estimated Timeline</u>
<u>Highest priority strategies</u>			
1. In 2018, pursue Silver certification through the Michigan Municipal League's Michigan Green Community (MGC) Challenge program. Strive for Gold Certification in 2019 and maintain gold certification levels for futures years.	City Council City Manager City Planner Director of Public Works Parks and Recreation Director	<p>The Michigan Green Communities Challenge is an annual program that serves as a guide to help local communities measure their progress towards sustainability. Currently, the City has achieved bronze certification in the program. Benefits of participating in the Michigan Green Community Challenge include:</p> <ul style="list-style-type: none"> • Roadmap for sustainability initiatives; • Earn bronze, silver or gold certification for community efforts; • Benchmark progress towards sustainability initiatives; • Compare and compete with other communities. 	<p>Silver Certification in 2018 Gold Certification in 2019</p>
2. Working in partnership with the C.S. Mott Foundation and Petoskey/Harbor Springs Community Foundation, develop initiatives to advance the use of clean and renewable energy within both the City and regionally.	City Council City Planner City Manager Public Works Director Parks and Recreation Director	<p>Key activities associated with the C.S. Mott initiative include:</p> <ul style="list-style-type: none"> • Expanding and diversifying stakeholders engaged in clean energy efforts; • Support efforts to integrate energy management into organizational plans; • Promote a broader understanding of the value of clean energy efforts. 	<p>On-going</p>

Goal Five**Develop and Promote Community Sustainability Measures continued**

<u>Strategies</u>	<u>Responsibility</u>	<u>Notes</u>	<u>Estimated Timeline</u>
<u>Highest priority strategies</u>			
3 Develop a Request for Proposal to hire a consultant in drafting a Sustainability Plan on the focus areas of social equity, economic prosperity and environmental integrity. Bring forth proposals for City Council's consideration awarding a contract to the most qualified consultant.	City Council City Manager City Planner Public Works Director Finance Director Parks and Recreation Director	A Sustainability Plan could include but is not limited to the following: <ul style="list-style-type: none">• Fiscal sustainability;• City enhancing high quality municipal services and infrastructure at a fair tax rate;• Protect and preserve high air and water quality standards within the City;• Measures to further preserve and protect natural resources and recreation assets;• Transitioning to green infrastructure for environmental and cost-saving considerations;• Conserve energy and promote energy efficiencies and use of clean and renewable energy;• Increase recycling while reducing waste generation.	2018-2019

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Council Comments

Mayor Murphy asked for Council comments and Councilmember Wills commented that staff should work with landscaper to cleanup overgrowth at Solanus Beach to parallel the Master Plan and inquired if water bags were needed for the trees along Emmet Street. Councilmember Dittmar commented that there are a lot of untidy trees along highway that need to be removed. Councilmember Marshall commented that currently there is only one licensed food truck able to vend on public property. Mayor Murphy concurred with opinions on trees and that larger untidy trees should be removed and open up the view of the bay.

Recess to Closed Session – Resolution No. 19208

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

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

WHEREAS, the City Manager has requested that the City Council recess to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure, at the City Council's regular meeting of July 16, 2018:

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

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Recessed to closed session at 8:07 P.M. and reconvened into open session at 9:20 P.M.

There being no further business to come before the City Council, this July 16, 2018, meeting of the City Council adjourned at 9:21 P.M.

John Murphy, Mayor

Alan Terry, City Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/18	07/16/2018	80842	Lewis, Chrissy	101-756-808.010	26.68
07/18	07/18/2018	80857	5H Irrigation & Maintenance	101-770-802.000	1,143.31
07/18	07/18/2018	80858	Advanced Turf Solutions Inc.	204-010-111.000	824.00
07/18	07/18/2018	80859	AFLAC	701-000-230.180	588.53
07/18	07/18/2018	80860	AIRGAS USA LLC	661-598-785.000	51.00
07/18	07/18/2018	80860	AIRGAS USA LLC	661-598-785.000	24.45
07/18	07/18/2018	80860	AIRGAS USA LLC	661-598-785.000	70.90
07/18	07/18/2018	80861	ALL SCAPES LLC	101-345-802.100	400.00
07/18	07/18/2018	80861	ALL SCAPES LLC	202-470-802.000	2,830.00
07/18	07/18/2018	80861	ALL SCAPES LLC	592-537-802.000	1,870.00
07/18	07/18/2018	80861	ALL SCAPES LLC	592-554-802.000	1,250.00
07/18	07/18/2018	80861	ALL SCAPES LLC	592-543-802.000	830.00
07/18	07/18/2018	80861	ALL SCAPES LLC	592-558-802.000	2,065.00
07/18	07/18/2018	80862	Alliance Entertainment	271-790-761.000	259.47
07/18	07/18/2018	80863	AMERICAN WASTE	582-593-930.000	150.00
07/18	07/18/2018	80863	AMERICAN WASTE	101-770-802.000	1,200.00
07/18	07/18/2018	80864	AT & T MOBILITY	514-587-920.000	311.72
07/18	07/18/2018	80865	AT&T	592-560-850.000	316.64
07/18	07/18/2018	80865	AT&T	592-558-920.000	154.57
07/18	07/18/2018	80865	AT&T	101-770-850.000	161.81
07/18	07/18/2018	80866	AT&T LONG DISTANCE	582-588-850.000	16.26
07/18	07/18/2018	80867	BALLARD'S PLUMBING & HEATING	101-770-802.000	368.36
07/18	07/18/2018	80868	BECKETT & RAEDER INC.	204-481-802.000	4,805.85
07/18	07/18/2018	80869	BELL EQUIPMENT COMPANY	661-598-932.000	440.00
07/18	07/18/2018	80870	BENCHMARK ENGINEERING INC.	101-770-802.000	1,161.00
07/18	07/27/2018	80870	BENCHMARK ENGINEERING INC.	101-770-802.000	1,161.00- V
07/18	07/18/2018	80870	BENCHMARK ENGINEERING INC.	202-451-802.000	1,033.00
07/18	07/18/2018	80870	BENCHMARK ENGINEERING INC.	203-451-802.000	1,033.00
07/18	07/18/2018	80870	BENCHMARK ENGINEERING INC.	204-444-802.000	700.00
07/18	07/18/2018	80870	BENCHMARK ENGINEERING INC.	592-544-802.000	677.75
07/18	07/27/2018	80870	BENCHMARK ENGINEERING INC.	202-451-802.000	1,033.00- V
07/18	07/27/2018	80870	BENCHMARK ENGINEERING INC.	203-451-802.000	1,033.00- V
07/18	07/27/2018	80870	BENCHMARK ENGINEERING INC.	204-444-802.000	700.00- V
07/18	07/27/2018	80870	BENCHMARK ENGINEERING INC.	592-544-802.000	677.75- V
07/18	07/18/2018	80870	BENCHMARK ENGINEERING INC.	592-020-342.000	12,123.75
07/18	07/27/2018	80870	BENCHMARK ENGINEERING INC.	592-020-342.000	12,123.75- V
07/18	07/18/2018	80870	BENCHMARK ENGINEERING INC.	101-770-802.000	627.00
07/18	07/27/2018	80870	BENCHMARK ENGINEERING INC.	101-770-802.000	627.00- V
07/18	07/18/2018	80871	BLARNEY CASTLE OIL CO.	101-789-772.000	2,730.41
07/18	07/18/2018	80871	BLARNEY CASTLE OIL CO.	101-789-772.000	8,737.31
07/18	07/18/2018	80871	BLARNEY CASTLE OIL CO.	101-789-772.000	4,083.27
07/18	07/18/2018	80871	BLARNEY CASTLE OIL CO.	101-789-772.000	8,698.21
07/18	07/18/2018	80871	BLARNEY CASTLE OIL CO.	101-789-772.000	4,133.08
07/18	07/18/2018	80871	BLARNEY CASTLE OIL CO.	101-789-772.000	3,749.80
07/18	07/18/2018	80871	BLARNEY CASTLE OIL CO.	101-789-772.000	2,290.51
07/18	07/18/2018	80871	BLARNEY CASTLE OIL CO.	101-789-772.000	5,819.24
07/18	07/18/2018	80871	BLARNEY CASTLE OIL CO.	101-789-772.000	5,890.16
07/18	07/18/2018	80871	BLARNEY CASTLE OIL CO.	101-789-772.000	4,214.56
07/18	07/18/2018	80872	Bloxsom Roofing & Siding	271-790-930.000	21,390.00
07/18	07/18/2018	80873	BROWN MOTORS INC.	661-598-932.000	1,200.41
07/18	07/18/2018	80873	BROWN MOTORS INC.	661-598-932.000	70.00-
07/18	07/18/2018	80874	BUCK'S BODY REPAIR INC.	661-598-932.000	570.80

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/18	07/18/2018	80875	CCP INDUSTRIES INC.	204-481-767.000	109.34
07/18	07/18/2018	80875	CCP INDUSTRIES INC.	661-598-767.000	54.00
07/18	07/18/2018	80875	CCP INDUSTRIES INC.	592-560-767.000	54.00
07/18	07/18/2018	80875	CCP INDUSTRIES INC.	582-586-775.000	440.54
07/18	07/18/2018	80876	CDW GOVERNMENT	271-790-931.000	67.37
07/18	07/18/2018	80877	CINTAS CORP #729	582-588-767.000	67.98
07/18	07/18/2018	80877	CINTAS CORP #729	592-549-767.000	22.72
07/18	07/18/2018	80877	CINTAS CORP #729	592-560-767.000	22.71
07/18	07/18/2018	80877	CINTAS CORP #729	204-481-767.000	37.29
07/18	07/18/2018	80877	CINTAS CORP #729	101-268-802.000	14.79
07/18	07/18/2018	80877	CINTAS CORP #729	592-554-802.000	51.88
07/18	07/18/2018	80877	CINTAS CORP #729	582-593-802.000	29.77
07/18	07/18/2018	80877	CINTAS CORP #729	582-588-767.000	41.69
07/18	07/18/2018	80877	CINTAS CORP #729	592-549-767.000	22.71
07/18	07/18/2018	80877	CINTAS CORP #729	592-560-767.000	22.72
07/18	07/18/2018	80877	CINTAS CORP #729	204-481-767.000	43.26
07/18	07/18/2018	80878	CINTAS CORPORATION	582-593-930.000	62.60
07/18	07/18/2018	80878	CINTAS CORPORATION	661-598-767.000	62.61
07/18	07/18/2018	80878	CINTAS CORPORATION	582-593-802.000	450.25
07/18	07/18/2018	80878	CINTAS CORPORATION	582-584-802.000	373.80
07/18	07/18/2018	80879	CONSUMERS ENERGY	582-584-802.000	2,700.00
07/18	07/18/2018	80880	Cowell, Don	248-540-882.140	375.00
07/18	07/18/2018	80881	CYNERGYCOMM.NET INC.	271-790-850.000	259.35
07/18	07/18/2018	80882	David L Hoffman Landscaping & Nursery	592-020-342.000	3,037.20
07/18	07/18/2018	80882	David L Hoffman Landscaping & Nursery	204-444-802.000	1,013.00
07/18	07/18/2018	80882	David L Hoffman Landscaping & Nursery	582-590-802.000	1,011.80
07/18	07/18/2018	80882	David L Hoffman Landscaping & Nursery	204-470-802.000	14,076.00
07/18	07/18/2018	80883	DEMCO	271-790-751.000	157.83
07/18	07/18/2018	80884	DERRER OIL CO.	661-598-759.000	2,884.98
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	204-481-751.000	20.00
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	582-593-751.000	20.00
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	582-588-751.000	20.00
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	592-549-751.000	20.01
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	592-560-751.000	20.01
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	661-598-751.000	20.01
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	204-481-751.000	24.66
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	582-593-751.000	24.66
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	661-598-751.000	24.67
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	582-588-751.000	24.66
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	592-549-751.000	24.67
07/18	07/18/2018	80885	DUNN'S BUSINESS SOLUTIONS	592-560-751.000	24.67
07/18	07/18/2018	80886	EMMET COUNTY TREASURER	703-040-222.217	151,980.56
07/18	07/18/2018	80886	EMMET COUNTY TREASURER	703-040-228.217	192,552.55
07/18	07/18/2018	80887	Energy Specialties Group	271-790-930.000	21,840.90
07/18	07/18/2018	80888	ENGLEBRECHT, ROBERT	101-257-802.100	3,750.00
07/18	07/18/2018	80889	ENVIRONMENTAL RESOURCE ASSOC.	592-553-801.000	257.74
07/18	07/18/2018	80890	ETNA SUPPLY	592-010-111.000	530.00
07/18	07/18/2018	80890	ETNA SUPPLY	592-545-775.000	110.00
07/18	07/18/2018	80891	FACTOR SYSTEMS INC.	101-208-803.000	3,216.35
07/18	07/18/2018	80892	FASTENAL COMPANY	582-586-775.000	61.85
07/18	07/18/2018	80892	FASTENAL COMPANY	204-481-767.000	18.53
07/18	07/18/2018	80892	FASTENAL COMPANY	661-598-785.000	10.26

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07/18	07/18/2018	80892	FASTENAL COMPANY	582-586-775.000	24.55
07/18	07/18/2018	80892	FASTENAL COMPANY	202-464-775.000	15.46
07/18	07/18/2018	80892	FASTENAL COMPANY	203-464-775.000	15.46
07/18	07/18/2018	80893	FORSTER, BRIAN	101-756-808.140	2,218.40
07/18	07/18/2018	80894	GIBBY'S GARAGE	661-598-932.000	374.00
07/18	07/18/2018	80894	GIBBY'S GARAGE	661-598-932.000	2,040.00
07/18	07/18/2018	80894	GIBBY'S GARAGE	661-598-931.000	136.00
07/18	07/18/2018	80894	GIBBY'S GARAGE	582-593-930.000	68.00
07/18	07/18/2018	80895	Goldsmith Services, LLC	101-265-802.000	165.00
07/18	07/18/2018	80896	Graham Construction Corp.	204-444-802.000	125,930.14
07/18	07/18/2018	80896	Graham Construction Corp.	204-470-802.000	21,873.69
07/18	07/18/2018	80896	Graham Construction Corp.	582-020-360.000	39,675.32
07/18	07/18/2018	80897	GRAND TRAVERSE CONSTRUCTION	592-025-343.000	99,578.70
07/18	07/18/2018	80898	HARBOR FENCE COMPANY	204-444-802.000	240.00
07/18	07/18/2018	80899	Haviland Products Company	592-551-783.000	5,629.09
07/18	07/18/2018	80899	Haviland Products Company	592-551-783.000	4,750.97
07/18	07/18/2018	80899	Haviland Products Company	592-540-783.000	3,772.89
07/18	07/18/2018	80900	INGRAM LIBRARY SERVICES	271-790-760.000	1,271.37
07/18	07/18/2018	80900	INGRAM LIBRARY SERVICES	271-790-760.100	880.63
07/18	07/18/2018	80900	INGRAM LIBRARY SERVICES	271-790-760.200	249.68
07/18	07/18/2018	80900	INGRAM LIBRARY SERVICES	271-790-958.200	17.97
07/18	07/18/2018	80901	INTEGRITY BUSINESS SOLUTIONS	592-025-343.000	4,585.12
07/18	07/18/2018	80901	INTEGRITY BUSINESS SOLUTIONS	592-025-343.000	4,802.88
07/18	07/18/2018	80901	INTEGRITY BUSINESS SOLUTIONS	592-025-343.000	1,124.00
07/18	07/18/2018	80902	K & J SEPTIC SERVICE LLC	101-770-802.000	310.00
07/18	07/18/2018	80903	Kessler, Nisa	271-790-958.200	96.02
07/18	07/18/2018	80904	LATITUDE 45	101-789-775.000	627.81
07/18	07/18/2018	80905	MCCARDEL CULLIGAN	101-770-802.000	97.00
07/18	07/18/2018	80906	MCLAREN NORTHERN MICH HOSPITAL	101-345-802.000	60.00
07/18	07/18/2018	80906	MCLAREN NORTHERN MICH HOSPITAL	101-345-802.000	30.00
07/18	07/18/2018	80906	MCLAREN NORTHERN MICH HOSPITAL	101-345-802.000	15.00
07/18	07/18/2018	80907	MERCER CO. INC., R. W.	101-789-802.000	599.91
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-773-775.000	13.66
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-345-775.000	5.14
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-770-775.000	42.65
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-770-775.000	37.20
07/18	07/18/2018	80908	MEYER ACE HARDWARE	514-587-775.000	6.74
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-754-775.000	23.72
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-770-775.000	34.71
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-770-775.000	3.31
07/18	07/18/2018	80908	MEYER ACE HARDWARE	271-790-752.000	13.49
07/18	07/18/2018	80908	MEYER ACE HARDWARE	514-587-802.100	19.11
07/18	07/18/2018	80908	MEYER ACE HARDWARE	592-540-775.000	15.89
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-770-775.000	3.41
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-770-775.000	14.38
07/18	07/18/2018	80908	MEYER ACE HARDWARE	514-587-802.100	47.80
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-770-775.000	35.33
07/18	07/18/2018	80908	MEYER ACE HARDWARE	202-469-775.000	8.26
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-789-775.000	28.94
07/18	07/18/2018	80908	MEYER ACE HARDWARE	101-754-775.000	15.46
07/18	07/18/2018	80909	Michigan Pure Ice	101-789-775.000	100.10
07/18	07/18/2018	80910	MORAN IRON WORKS	204-444-802.000	3,100.00

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07/18	07/18/2018	80911	OCLC INC.	271-790-802.000	25.25
07/18	07/18/2018	80912	P.C. LAWN CARE	101-770-802.000	868.00
07/18	07/18/2018	80912	P.C. LAWN CARE	202-470-802.000	308.00
07/18	07/18/2018	80912	P.C. LAWN CARE	203-470-802.000	224.00
07/18	07/18/2018	80912	P.C. LAWN CARE	582-593-930.000	500.00
07/18	07/18/2018	80912	P.C. LAWN CARE	582-584-802.000	240.00
07/18	07/18/2018	80913	Peninsula Fiber Network LLC	271-790-850.000	500.00
07/18	07/18/2018	80914	PETOSKEY PUBLIC SCHOOLS	703-040-236.217	359,671.76
07/18	07/18/2018	80914	PETOSKEY PUBLIC SCHOOLS	703-040-237.217	59,385.88
07/18	07/18/2018	80914	PETOSKEY PUBLIC SCHOOLS	703-040-237.217	41,638.26
07/18	07/18/2018	80914	PETOSKEY PUBLIC SCHOOLS	703-040-237.217	17,654.28
07/18	07/18/2018	80915	POWER LINE SUPPLY	582-586-775.000	534.00
07/18	07/18/2018	80915	POWER LINE SUPPLY	582-010-111.000	5,300.25
07/18	07/18/2018	80916	RANGE TELECOMMUNICATIONS	101-756-850.000	10.00
07/18	07/18/2018	80916	RANGE TELECOMMUNICATIONS	204-481-850.000	75.00
07/18	07/18/2018	80916	RANGE TELECOMMUNICATIONS	582-593-850.000	75.00
07/18	07/18/2018	80916	RANGE TELECOMMUNICATIONS	592-549-850.000	200.00
07/18	07/18/2018	80916	RANGE TELECOMMUNICATIONS	592-560-850.000	50.00
07/18	07/18/2018	80916	RANGE TELECOMMUNICATIONS	661-598-850.000	2.80
07/18	07/18/2018	80917	Rotary Club of Petoskey-Sunrise	101-172-915.000	300.00
07/18	07/18/2018	80917	Rotary Club of Petoskey-Sunrise	271-790-880.000	300.00
07/18	07/18/2018	80918	ROYAL TIRE	661-598-932.000	113.33
07/18	07/18/2018	80919	S & S WORLDWIDE INC.	101-756-808.010	55.99
07/18	07/18/2018	80919	S & S WORLDWIDE INC.	101-756-808.010	35.98
07/18	07/18/2018	80920	Slocum, Benjamin	101-345-912.000	28.50
07/18	07/18/2018	80921	Spectrum Business	101-789-850.000	79.91
07/18	07/18/2018	80921	Spectrum Business	101-770-850.000	74.98
07/18	07/18/2018	80921	Spectrum Business	101-345-850.000	55.88
07/18	07/18/2018	80922	Spok	204-481-850.000	3.38
07/18	07/18/2018	80922	Spok	582-588-850.000	3.39
07/18	07/18/2018	80922	Spok	592-549-850.000	3.39
07/18	07/18/2018	80922	Spok	592-560-850.000	3.39
07/18	07/18/2018	80922	Spok	661-598-850.000	3.39
07/18	07/18/2018	80923	STAPLES ADVANTAGE	101-268-775.000	33.42
07/18	07/18/2018	80923	STAPLES ADVANTAGE	204-481-751.000	8.56
07/18	07/18/2018	80923	STAPLES ADVANTAGE	101-441-751.000	8.55
07/18	07/18/2018	80923	STAPLES ADVANTAGE	582-588-751.000	8.56
07/18	07/18/2018	80924	State of Michigan - MDOT	202-451-802.000	2,307.48
07/18	07/18/2018	80925	SURE LOCK & HOMES LLC	101-789-802.000	170.00
07/18	07/18/2018	80925	SURE LOCK & HOMES LLC	101-789-775.000	823.00
07/18	07/18/2018	80926	T-Mobile	271-790-850.000	129.60
07/18	07/18/2018	80927	TRUCK & TRAILER SPECIALTIES	661-598-932.000	23.73
07/18	07/18/2018	80927	TRUCK & TRAILER SPECIALTIES	661-598-931.000	788.80
07/18	07/18/2018	80927	TRUCK & TRAILER SPECIALTIES	661-010-111.000	118.75
07/18	07/18/2018	80928	VERIZON WIRELESS	592-538-920.000	280.07
07/18	07/18/2018	80928	VERIZON WIRELESS	101-345-850.000	104.28
07/18	07/18/2018	80928	VERIZON WIRELESS	101-441-850.000	54.30
07/18	07/18/2018	80928	VERIZON WIRELESS	592-538-850.000	80.08
07/18	07/18/2018	80928	VERIZON WIRELESS	101-345-850.000	68.76
07/18	07/18/2018	80928	VERIZON WIRELESS	592-549-850.000	1.04
07/18	07/18/2018	80928	VERIZON WIRELESS	582-588-850.000	16.57
07/18	07/18/2018	80928	VERIZON WIRELESS	101-345-850.000	36.01

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07/18	07/18/2018	80928	VERIZON WIRELESS	101-770-850.000	36.01
07/18	07/18/2018	80928	VERIZON WIRELESS	101-773-850.000	198.06
07/18	07/18/2018	80928	VERIZON WIRELESS	101-789-850.000	48.07
07/18	07/18/2018	80929	VOSS LIGHTING	582-590-775.000	78.48
07/18	07/18/2018	80930	WALTERS SHARPENING SERVICE INC	661-598-931.000	38.50
07/18	07/18/2018	80930	WALTERS SHARPENING SERVICE INC	661-598-931.000	15.00
07/18	07/18/2018	80931	WESCO RECEIVABLES CORP.	582-010-111.000	13,750.00
07/18	07/18/2018	80932	WILLSON'S GARDEN CENTER	101-789-775.000	148.00
07/18	07/25/2018	80950	ACH-EFTPS	701-000-230.200	13,124.71
07/18	07/25/2018	80950	ACH-EFTPS	701-000-230.200	13,124.71
07/18	07/25/2018	80950	ACH-EFTPS	701-000-230.200	3,069.49
07/18	07/25/2018	80950	ACH-EFTPS	701-000-230.200	3,069.49
07/18	07/25/2018	80950	ACH-EFTPS	701-000-230.100	20,855.05
07/18	07/25/2018	80951	ACH-ICMA 457	701-000-230.700	4,992.00
07/18	07/25/2018	80951	ACH-ICMA 457	701-000-230.700	1,531.57
07/18	07/25/2018	80952	AHRENS, NEIL W.	271-790-930.000	105.90
07/18	07/25/2018	80953	Alliance Entertainment	271-790-761.000	127.72
07/18	07/25/2018	80953	Alliance Entertainment	271-790-761.000	166.00
07/18	07/25/2018	80954	Al-Par Peat	101-754-775.000	85.25
07/18	07/25/2018	80955	AMAZON CREDIT PLAN	271-790-751.000	69.89
07/18	07/25/2018	80955	AMAZON CREDIT PLAN	271-790-761.200	26.63
07/18	07/25/2018	80955	AMAZON CREDIT PLAN	271-790-958.100	27.33
07/18	07/25/2018	80955	AMAZON CREDIT PLAN	271-790-958.200	48.70
07/18	07/25/2018	80955	AMAZON CREDIT PLAN	271-790-986.000	284.95
07/18	07/25/2018	80956	AT&T	592-538-850.000	169.25
07/18	07/25/2018	80957	BALLARD'S PLUMBING & HEATING	101-770-802.000	86.40
07/18	07/25/2018	80958	BARRETTE, TERRY	661-598-932.000	15.00
07/18	07/25/2018	80959	Beauchamp, Mary	271-790-958.100	31.80
07/18	07/25/2018	80960	Biskup, Sarah	271-790-958.100	225.00
07/18	07/25/2018	80961	BLARNEY CASTLE OIL CO.	101-789-772.000	2,782.68
07/18	07/25/2018	80961	BLARNEY CASTLE OIL CO.	101-789-772.000	5,055.20
07/18	07/25/2018	80961	BLARNEY CASTLE OIL CO.	101-789-772.000	4,391.41
07/18	07/25/2018	80961	BLARNEY CASTLE OIL CO.	101-789-772.000	7,481.33
07/18	07/25/2018	80961	BLARNEY CASTLE OIL CO.	101-789-772.000	3,662.60
07/18	07/25/2018	80961	BLARNEY CASTLE OIL CO.	101-789-772.000	10,698.80
07/18	07/25/2018	80962	Brakes By The Bay	514-587-802.200	144.41
07/18	07/25/2018	80963	BSN SPORTS INC.	101-756-808.020	724.82
07/18	07/25/2018	80964	CHAR-EM UNITED WAY	701-000-230.800	77.00
07/18	07/25/2018	80965	Charter Communications	701-040-274.000	625.55
07/18	07/25/2018	80965	Charter Communications	701-040-274.000	625.55- V
07/18	07/25/2018	80966	CHERRY LAKE PUBLISHING/	271-790-760.100	41.90
07/18	07/25/2018	80967	CINTAS CORPORATION	592-549-751.000	121.70
07/18	07/25/2018	80968	Clement, Tom	101-756-808.120	40.00
07/18	07/25/2018	80969	CONSUMERS ENERGY	592-538-920.000	11,941.71
07/18	07/25/2018	80969	CONSUMERS ENERGY	592-558-920.000	483.20
07/18	07/25/2018	80969	CONSUMERS ENERGY	592-558-920.000	163.15
07/18	07/25/2018	80969	CONSUMERS ENERGY	592-558-920.000	46.88
07/18	07/25/2018	80969	CONSUMERS ENERGY	592-558-920.000	75.43
07/18	07/25/2018	80969	CONSUMERS ENERGY	592-558-920.000	95.61
07/18	07/25/2018	80969	CONSUMERS ENERGY	592-558-920.000	85.45
07/18	07/25/2018	80969	CONSUMERS ENERGY	592-558-920.000	167.67
07/18	07/25/2018	80969	CONSUMERS ENERGY	592-558-920.000	40.28

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07/18	07/25/2018	80969	CONSUMERS ENERGY	202-475-920.000	85.99
07/18	07/25/2018	80969	CONSUMERS ENERGY	592-558-920.000	377.50
07/18	07/25/2018	80970	COOK, JERRY	101-756-808.120	70.00
07/18	07/25/2018	80971	Cowell, Don	248-540-882.140	375.00
07/18	07/25/2018	80972	David L Hoffman Landscaping & Nursery	582-578-802.000	1,050.00
07/18	07/25/2018	80972	David L Hoffman Landscaping & Nursery	204-444-802.000	1,262.00
07/18	07/25/2018	80972	David L Hoffman Landscaping & Nursery	582-020-360.000	1,561.00
07/18	07/25/2018	80972	David L Hoffman Landscaping & Nursery	582-598-802.000	286.00
07/18	07/25/2018	80973	Dearborn National	701-000-230.190	1,864.48
07/18	07/25/2018	80973	Dearborn National	101-172-724.000	19.16
07/18	07/25/2018	80973	Dearborn National	101-201-724.000	44.89
07/18	07/25/2018	80973	Dearborn National	101-208-724.000	21.35
07/18	07/25/2018	80973	Dearborn National	101-215-724.000	23.54
07/18	07/25/2018	80973	Dearborn National	101-265-724.000	4.79
07/18	07/25/2018	80973	Dearborn National	582-588-724.000	44.55
07/18	07/25/2018	80973	Dearborn National	592-549-724.000	59.67
07/18	07/25/2018	80973	Dearborn National	592-560-724.000	19.16
07/18	07/25/2018	80973	Dearborn National	101-770-724.000	32.57
07/18	07/25/2018	80973	Dearborn National	101-773-724.000	2.87
07/18	07/25/2018	80973	Dearborn National	101-789-724.000	6.71
07/18	07/25/2018	80973	Dearborn National	204-481-724.000	68.43
07/18	07/25/2018	80973	Dearborn National	271-790-724.000	69.25
07/18	07/25/2018	80973	Dearborn National	514-587-724.000	15.81
07/18	07/25/2018	80973	Dearborn National	101-268-724.000	11.98
07/18	07/25/2018	80973	Dearborn National	101-345-724.000	514.59
07/18	07/25/2018	80973	Dearborn National	101-400-724.000	9.58
07/18	07/25/2018	80973	Dearborn National	101-441-724.000	32.57
07/18	07/25/2018	80973	Dearborn National	101-754-724.000	5.27
07/18	07/25/2018	80973	Dearborn National	101-756-724.000	18.20
07/18	07/25/2018	80974	DELTA DENTAL	101-172-724.000	58.82
07/18	07/25/2018	80974	DELTA DENTAL	101-201-724.000	266.95
07/18	07/25/2018	80974	DELTA DENTAL	101-208-724.000	48.05
07/18	07/25/2018	80974	DELTA DENTAL	101-215-724.000	20.42
07/18	07/25/2018	80974	DELTA DENTAL	101-265-724.000	24.26
07/18	07/25/2018	80974	DELTA DENTAL	582-588-724.000	249.50
07/18	07/25/2018	80974	DELTA DENTAL	592-549-724.000	281.98
07/18	07/25/2018	80974	DELTA DENTAL	592-560-724.000	75.33
07/18	07/25/2018	80974	DELTA DENTAL	701-000-230.110	1,238.20
07/18	07/25/2018	80974	DELTA DENTAL	101-770-724.000	96.98
07/18	07/25/2018	80974	DELTA DENTAL	101-773-724.000	12.61
07/18	07/25/2018	80974	DELTA DENTAL	101-789-724.000	29.42
07/18	07/25/2018	80974	DELTA DENTAL	204-481-724.000	188.01
07/18	07/25/2018	80974	DELTA DENTAL	271-790-724.000	272.35
07/18	07/25/2018	80974	DELTA DENTAL	514-587-724.000	16.79
07/18	07/25/2018	80974	DELTA DENTAL	101-268-724.000	52.00
07/18	07/25/2018	80974	DELTA DENTAL	101-345-724.000	898.29
07/18	07/25/2018	80974	DELTA DENTAL	101-400-724.000	22.48
07/18	07/25/2018	80974	DELTA DENTAL	101-441-724.000	153.05
07/18	07/25/2018	80974	DELTA DENTAL	101-754-724.000	23.66
07/18	07/25/2018	80974	DELTA DENTAL	101-756-724.000	90.53
07/18	07/25/2018	80975	DERRER OIL CO.	661-598-759.000	1,994.40
07/18	07/25/2018	80975	DERRER OIL CO.	514-587-802.200	525.97

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07/18	07/25/2018	80976	DESIGNBOT CREATIVE LLC	271-790-802.000	400.00
07/18	07/25/2018	80977	DTE ENERGY	592-538-920.000	39.45
07/18	07/25/2018	80977	DTE ENERGY	101-265-924.000	42.70
07/18	07/25/2018	80977	DTE ENERGY	582-593-924.000	34.88
07/18	07/25/2018	80977	DTE ENERGY	101-773-924.000	126.92
07/18	07/25/2018	80977	DTE ENERGY	101-265-924.000	53.81
07/18	07/25/2018	80977	DTE ENERGY	592-538-920.000	34.88
07/18	07/25/2018	80977	DTE ENERGY	592-551-920.000	2,234.57
07/18	07/25/2018	80977	DTE ENERGY	271-790-924.000	35.52
07/18	07/25/2018	80977	DTE ENERGY	592-555-920.000	38.88
07/18	07/25/2018	80977	DTE ENERGY	101-268-924.000	53.81
07/18	07/25/2018	80977	DTE ENERGY	101-770-924.000	38.78
07/18	07/25/2018	80977	DTE ENERGY	514-587-802.100	35.52
07/18	07/25/2018	80977	DTE ENERGY	592-538-920.000	38.78
07/18	07/25/2018	80977	DTE ENERGY	101-345-920.000	62.28
07/18	07/25/2018	80977	DTE ENERGY	592-551-920.000	56.42
07/18	07/25/2018	80978	DUNKEL EXCAVATING SERVICES INC.	582-598-802.000	1,200.00
07/18	07/25/2018	80979	EJ USA INC.	592-547-775.000	534.60
07/18	07/25/2018	80979	EJ USA INC.	592-010-111.000	226.80
07/18	07/25/2018	80980	EMMET COUNTY TREASURER	101-215-802.000	2,971.60
07/18	07/25/2018	80981	EMMET PLUMBING & HEATING	101-754-802.000	95.00
07/18	07/25/2018	80982	FEDEX	101-257-751.000	34.26
07/18	07/25/2018	80983	FETTIG'S	202-467-802.000	526.13
07/18	07/25/2018	80983	FETTIG'S	101-265-802.000	450.56
07/18	07/25/2018	80983	FETTIG'S	101-345-802.100	195.99
07/18	07/25/2018	80983	FETTIG'S	101-770-802.000	5,224.56
07/18	07/25/2018	80983	FETTIG'S	101-789-802.000	48.00
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-931.000	13.69
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	21.57
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	6.32
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	592-556-775.000	14.37-
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-932.000	101.46-
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-932.000	11.09
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	9.79
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	7.60
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	17.99
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-932.000	399.99
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-932.000	139.93
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-010-111.000	28.81
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	76.77
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	101-345-775.000	22.52
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-932.000	21.31
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	661-598-785.000	7.30
07/18	07/25/2018	80984	FOCHTMAN'S AUTO & TRUCK PARTS	101-789-775.000	4.31
07/18	07/25/2018	80985	FRANCIS, GARY	101-756-808.120	70.00
07/18	07/25/2018	80986	GALE/CENGAGE LEARNING	271-790-760.000	222.64
07/18	07/25/2018	80987	GREAT LAKES ENERGY	101-345-920.100	357.58
07/18	07/25/2018	80987	GREAT LAKES ENERGY	592-538-920.000	48.70
07/18	07/25/2018	80987	GREAT LAKES ENERGY	592-558-920.000	95.19
07/18	07/25/2018	80987	GREAT LAKES ENERGY	592-538-920.000	42.11
07/18	07/25/2018	80987	GREAT LAKES ENERGY	592-558-920.000	61.08
07/18	07/25/2018	80988	Great Lakes Pipe & Supply	101-265-775.000	39.48-

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07/18	07/25/2018	80988	Great Lakes Pipe & Supply	592-556-775.000	11.43
07/18	07/25/2018	80988	Great Lakes Pipe & Supply	101-268-775.000	10.88
07/18	07/25/2018	80988	Great Lakes Pipe & Supply	101-268-775.000	6.10
07/18	07/25/2018	80988	Great Lakes Pipe & Supply	592-556-775.000	19.29
07/18	07/25/2018	80988	Great Lakes Pipe & Supply	101-770-775.000	22.80
07/18	07/25/2018	80988	Great Lakes Pipe & Supply	101-789-775.000	8.76
07/18	07/25/2018	80988	Great Lakes Pipe & Supply	101-770-775.000	9.76
07/18	07/25/2018	80989	Hagelee, Theodore	101-756-808.120	70.00
07/18	07/25/2018	80990	HAMLIN, STEVE	101-756-808.120	175.00
07/18	07/25/2018	80991	HARBOR-PETOSKEY AREA	101-728-902.000	13,884.25
07/18	07/25/2018	80992	Hoekstra, Jason	101-345-912.000	28.50
07/18	07/25/2018	80993	HUBBELL ROTH & CLARK INC.	592-025-343.000	4,896.28
07/18	07/25/2018	80993	HUBBELL ROTH & CLARK INC.	592-549-802.000	271.15
07/18	07/25/2018	80993	HUBBELL ROTH & CLARK INC.	592-025-343.000	1,650.00
07/18	07/25/2018	80993	HUBBELL ROTH & CLARK INC.	592-560-802.000	1,866.16
07/18	07/25/2018	80994	ICMA-ROTH	701-000-230.900	335.00
07/18	07/25/2018	80995	JERRY'S GARAGE	661-598-932.000	70.00
07/18	07/25/2018	80996	JULIENNE TOMATOES	271-790-955.000	36.00
07/18	07/25/2018	80997	K & J SEPTIC SERVICE LLC	592-555-802.000	510.00
07/18	07/25/2018	80997	K & J SEPTIC SERVICE LLC	101-770-802.000	185.00
07/18	07/25/2018	80998	Kruzell, Cole	101-756-808.120	70.00
07/18	07/25/2018	80999	LEXISNEXIS RISK DATA MGT	514-587-802.000	50.00
07/18	07/25/2018	81000	LIBRARY NETWORK, THE	271-790-986.000	65.61
07/18	07/25/2018	81001	LOWERY UNDERGROUND SERVICE	582-020-360.000	11,410.25
07/18	07/25/2018	81001	LOWERY UNDERGROUND SERVICE	582-598-802.000	6,094.75
07/18	07/25/2018	81002	MALEC, STEVE	101-756-808.120	60.00
07/18	07/25/2018	81003	MEENGs, WILLIAM	101-257-802.200	50.00
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-268-775.000	12.75
07/18	07/25/2018	81004	MEYER ACE HARDWARE	271-790-958.100	28.12
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-773-775.000	37.94
07/18	07/25/2018	81004	MEYER ACE HARDWARE	202-469-775.000	25.18
07/18	07/25/2018	81004	MEYER ACE HARDWARE	592-554-775.000	11.32
07/18	07/25/2018	81004	MEYER ACE HARDWARE	592-554-775.000	29.67
07/18	07/25/2018	81004	MEYER ACE HARDWARE	592-554-775.000	44.98
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-770-775.000	12.39
07/18	07/25/2018	81004	MEYER ACE HARDWARE	271-790-752.000	67.49
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-773-775.000	8.98
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-770-775.000	6.29
07/18	07/25/2018	81004	MEYER ACE HARDWARE	592-537-775.000	15.82
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-770-775.000	73.98
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-265-775.000	9.88
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-773-775.000	42.98
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-268-930.000	98.99
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-770-775.000	49.49
07/18	07/25/2018	81004	MEYER ACE HARDWARE	661-598-931.000	78.45
07/18	07/25/2018	81004	MEYER ACE HARDWARE	592-545-775.000	8.02
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-268-775.000	23.83
07/18	07/25/2018	81004	MEYER ACE HARDWARE	271-790-751.000	45.47
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-754-775.000	13.65
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-773-775.000	36.82
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-789-775.000	26.37
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-770-775.000	85.47

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07/18	07/25/2018	81004	MEYER ACE HARDWARE	204-470-775.000	34.18
07/18	07/25/2018	81004	MEYER ACE HARDWARE	101-770-775.000	25.18
07/18	07/25/2018	81005	MICHIGAN ASSOCIATION OF	101-345-912.000	100.00
07/18	07/25/2018	81006	Michigan Pure Ice	101-789-775.000	88.00
07/18	07/25/2018	81007	MICHIGAN RURAL WATER ASSOCIATION	592-560-915.000	550.00
07/18	07/25/2018	81008	MICHIGAN STATE UNIVERSITY	101-400-912.000	105.00
07/18	07/25/2018	81009	MIDWEST COLLABORATIVE	271-790-912.000	40.00-
07/18	07/25/2018	81009	MIDWEST COLLABORATIVE	271-790-915.000	125.00
07/18	07/25/2018	81010	MUNICIPAL CODE CORPORATION	101-400-802.000	1,401.17
07/18	07/25/2018	81010	MUNICIPAL CODE CORPORATION	101-215-802.000	2,802.34
07/18	07/25/2018	81011	Nachtrab, Joseph	101-257-802.200	50.00
07/18	07/25/2018	81012	NORTH COUNTRY IT	271-790-802.000	386.00
07/18	07/25/2018	81013	NORTHERN MICHIGAN REVIEW INC.	248-540-882.900	178.75
07/18	07/25/2018	81013	NORTHERN MICHIGAN REVIEW INC.	248-540-882.140	178.75
07/18	07/25/2018	81013	NORTHERN MICHIGAN REVIEW INC.	248-540-882.900	290.00
07/18	07/25/2018	81013	NORTHERN MICHIGAN REVIEW INC.	271-790-905.000	50.00
07/18	07/25/2018	81013	NORTHERN MICHIGAN REVIEW INC.	248-540-882.140	178.75
07/18	07/25/2018	81013	NORTHERN MICHIGAN REVIEW INC.	248-540-882.140	178.75
07/18	07/25/2018	81013	NORTHERN MICHIGAN REVIEW INC.	271-790-905.000	200.00
07/18	07/25/2018	81013	NORTHERN MICHIGAN REVIEW INC.	248-540-882.140	245.00
07/18	07/25/2018	81013	NORTHERN MICHIGAN REVIEW INC.	271-790-880.000	50.00
07/18	07/25/2018	81014	NORTON, BILLY	101-756-808.120	140.00
07/18	07/25/2018	81015	OMNIPARK INC.	514-587-775.000	89.00
07/18	07/25/2018	81016	OVERHEAD DOOR	271-790-930.000	310.36
07/18	07/25/2018	81016	OVERHEAD DOOR	271-790-930.000	310.36- V
07/18	07/25/2018	81017	PELCO	701-000-230.900	450.00
07/18	07/25/2018	81017	PELCO	701-000-230.900	450.00- V
07/18	07/25/2018	81018	PENDO	271-790-752.000	181.38
07/18	07/25/2018	81018	PENDO	271-790-752.000	181.38- V
07/18	07/25/2018	81019	Penguin Random House	271-790-761.000	30.00- V
07/18	07/25/2018	81019	Penguin Random House	271-790-761.000	30.00
07/18	07/25/2018	81019	Penguin Random House	271-790-761.000	33.75- V
07/18	07/25/2018	81019	Penguin Random House	271-790-761.000	33.75
07/18	07/25/2018	81019	Penguin Random House	271-790-761.000	56.25- V
07/18	07/25/2018	81019	Penguin Random House	271-790-761.000	56.25
07/18	07/25/2018	81019	Penguin Random House	271-790-761.000	33.75- V
07/18	07/25/2018	81019	Penguin Random House	271-790-761.000	33.75
07/18	07/25/2018	81020	Peterson McGregor of Cadillac	661-598-937.000	1,573.00- V
07/18	07/25/2018	81020	Peterson McGregor of Cadillac	661-598-937.000	1,573.00
07/18	07/25/2018	81021	PLAYTOWN SOUND & VIDEO	248-540-882.140	1,250.00- V
07/18	07/25/2018	81021	PLAYTOWN SOUND & VIDEO	248-540-882.140	1,250.00
07/18	07/25/2018	81021	PLAYTOWN SOUND & VIDEO	248-540-882.140	400.00- V
07/18	07/25/2018	81021	PLAYTOWN SOUND & VIDEO	248-540-882.140	400.00
07/18	07/25/2018	81022	PLUNKETT COONEY	101-266-802.000	662.50
07/18	07/25/2018	81022	PLUNKETT COONEY	101-266-802.000	662.50- V
07/18	07/25/2018	81022	PLUNKETT COONEY	101-266-802.000	2,950.00
07/18	07/25/2018	81022	PLUNKETT COONEY	101-266-802.000	2,950.00- V
07/18	07/25/2018	81022	PLUNKETT COONEY	101-257-802.000	822.50
07/18	07/25/2018	81022	PLUNKETT COONEY	101-257-802.000	822.50- V
07/18	07/25/2018	81022	PLUNKETT COONEY	101-266-802.000	10,590.00
07/18	07/25/2018	81022	PLUNKETT COONEY	101-266-802.000	10,590.00- V
07/18	07/25/2018	81022	PLUNKETT COONEY	101-266-802.000	726.33

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07/18	07/25/2018	81022	PLUNKETT COONEY	204-481-802.000	726.33
07/18	07/25/2018	81022	PLUNKETT COONEY	582-588-802.000	726.33
07/18	07/25/2018	81022	PLUNKETT COONEY	592-549-802.000	726.33
07/18	07/25/2018	81022	PLUNKETT COONEY	592-560-802.000	726.33
07/18	07/25/2018	81022	PLUNKETT COONEY	101-266-802.000	7,897.37
07/18	07/25/2018	81022	PLUNKETT COONEY	101-266-802.000	726.33- V
07/18	07/25/2018	81022	PLUNKETT COONEY	204-481-802.000	726.33- V
07/18	07/25/2018	81022	PLUNKETT COONEY	582-588-802.000	726.33- V
07/18	07/25/2018	81022	PLUNKETT COONEY	592-549-802.000	726.33- V
07/18	07/25/2018	81022	PLUNKETT COONEY	592-560-802.000	726.33- V
07/18	07/25/2018	81022	PLUNKETT COONEY	101-266-802.000	7,897.37- V
07/18	07/25/2018	81023	POWER LINE SUPPLY	582-010-111.000	920.40
07/18	07/25/2018	81023	POWER LINE SUPPLY	582-010-111.000	920.40- V
07/18	07/25/2018	81023	POWER LINE SUPPLY	582-592-775.000	101.50- V
07/18	07/25/2018	81023	POWER LINE SUPPLY	582-592-775.000	101.50
07/18	07/25/2018	81023	POWER LINE SUPPLY	582-010-111.000	9,511.70
07/18	07/25/2018	81023	POWER LINE SUPPLY	582-010-111.000	9,511.70- V
07/18	07/25/2018	81024	PRESTON FEATHER	101-770-775.000	16.45
07/18	07/25/2018	81024	PRESTON FEATHER	101-770-775.000	16.45- V
07/18	07/25/2018	81024	PRESTON FEATHER	592-556-775.000	19.98
07/18	07/25/2018	81024	PRESTON FEATHER	592-556-775.000	19.98- V
07/18	07/25/2018	81024	PRESTON FEATHER	101-773-775.000	6.49
07/18	07/25/2018	81024	PRESTON FEATHER	101-773-775.000	6.49- V
07/18	07/25/2018	81025	PRINT SHOP, THE	514-587-775.000	317.01- V
07/18	07/25/2018	81025	PRINT SHOP, THE	514-587-775.000	317.01
07/18	07/25/2018	81026	Priority Health	592-549-724.000	4,625.65
07/18	07/25/2018	81026	Priority Health	592-560-724.000	1,541.88
07/18	07/25/2018	81026	Priority Health	101-773-724.000	277.36
07/18	07/25/2018	81026	Priority Health	101-789-724.000	647.19
07/18	07/25/2018	81026	Priority Health	204-481-724.000	3,279.34
07/18	07/25/2018	81026	Priority Health	271-790-724.000	5,040.35
07/18	07/25/2018	81026	Priority Health	514-587-724.000	385.23
07/18	07/25/2018	81026	Priority Health	582-588-724.000	4,776.85
07/18	07/25/2018	81026	Priority Health	101-345-724.000	18,150.04
07/18	07/25/2018	81026	Priority Health	101-400-724.000	385.23
07/18	07/25/2018	81026	Priority Health	101-441-724.000	2,544.83
07/18	07/25/2018	81026	Priority Health	101-754-724.000	520.06
07/18	07/25/2018	81026	Priority Health	101-756-724.000	1,752.78
07/18	07/25/2018	81026	Priority Health	101-770-724.000	1,906.89
07/18	07/25/2018	81026	Priority Health	101-172-724.000	1,312.09
07/18	07/25/2018	81026	Priority Health	101-201-724.000	4,197.99
07/18	07/25/2018	81026	Priority Health	101-208-724.000	770.45
07/18	07/25/2018	81026	Priority Health	101-215-724.000	385.23
07/18	07/25/2018	81026	Priority Health	101-265-724.000	531.62
07/18	07/25/2018	81026	Priority Health	101-268-724.000	1,144.14
07/18	07/25/2018	81026	Priority Health	204-481-724.000	3,279.34- V
07/18	07/25/2018	81026	Priority Health	271-790-724.000	5,040.35- V
07/18	07/25/2018	81026	Priority Health	514-587-724.000	385.23- V
07/18	07/25/2018	81026	Priority Health	582-588-724.000	4,776.85- V
07/18	07/25/2018	81026	Priority Health	592-549-724.000	4,625.65- V
07/18	07/25/2018	81026	Priority Health	592-560-724.000	1,541.88- V
07/18	07/25/2018	81026	Priority Health	101-441-724.000	2,544.83- V

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07/18	07/25/2018	81026	Priority Health	101-754-724.000	520.06- V
07/18	07/25/2018	81026	Priority Health	101-756-724.000	1,752.78- V
07/18	07/25/2018	81026	Priority Health	101-770-724.000	1,906.89- V
07/18	07/25/2018	81026	Priority Health	101-773-724.000	277.36- V
07/18	07/25/2018	81026	Priority Health	101-789-724.000	647.19- V
07/18	07/25/2018	81026	Priority Health	101-208-724.000	770.45- V
07/18	07/25/2018	81026	Priority Health	101-215-724.000	385.23- V
07/18	07/25/2018	81026	Priority Health	101-265-724.000	531.62- V
07/18	07/25/2018	81026	Priority Health	101-268-724.000	1,144.14- V
07/18	07/25/2018	81026	Priority Health	101-345-724.000	18,150.04- V
07/18	07/25/2018	81026	Priority Health	101-400-724.000	385.23- V
07/18	07/25/2018	81026	Priority Health	101-172-724.000	1,312.09- V
07/18	07/25/2018	81026	Priority Health	101-201-724.000	4,197.99- V
07/18	07/25/2018	81027	QUICK CARE MEDICAL CENTER	514-587-802.200	105.00- V
07/18	07/25/2018	81027	QUICK CARE MEDICAL CENTER	514-587-802.200	105.00
07/18	07/25/2018	81028	RESCO	582-010-111.000	42,596.00- V
07/18	07/25/2018	81028	RESCO	582-010-111.000	42,596.00
07/18	07/25/2018	81029	Schmidt, Michael Harvey	101-756-808.120	140.00
07/18	07/25/2018	81029	Schmidt, Michael Harvey	101-756-808.120	140.00- V
07/18	07/25/2018	81030	SIMON, RICK	101-756-808.120	140.00- V
07/18	07/25/2018	81030	SIMON, RICK	101-756-808.120	140.00
07/18	07/25/2018	81031	SMITH, EDWARD J	101-756-808.120	140.00
07/18	07/25/2018	81031	SMITH, EDWARD J	101-756-808.120	140.00- V
07/18	07/25/2018	81032	Spectrum Business	582-588-850.000	79.99
07/18	07/25/2018	81032	Spectrum Business	582-588-850.000	79.99- V
07/18	07/25/2018	81033	STANDARD ELECTRIC COMPANY	582-586-775.000	320.46- V
07/18	07/25/2018	81033	STANDARD ELECTRIC COMPANY	582-586-775.000	320.46
07/18	07/25/2018	81034	State of Michigan - MDOT	202-451-802.000	1,020.54- V
07/18	07/25/2018	81034	State of Michigan - MDOT	202-451-802.000	1,020.54
07/18	07/25/2018	81035	STRUBLE, CHRIS	248-540-882.140	255.00
07/18	07/25/2018	81035	STRUBLE, CHRIS	248-540-882.140	255.00- V
07/18	07/25/2018	81035	STRUBLE, CHRIS	248-540-882.140	277.50
07/18	07/25/2018	81035	STRUBLE, CHRIS	248-540-882.140	277.50- V
07/18	07/25/2018	81036	Swank Movie Licensing USA	248-540-882.140	868.00- V
07/18	07/25/2018	81036	Swank Movie Licensing USA	248-540-882.140	868.00
07/18	07/25/2018	81037	TAYLOR RENTAL CENTER	271-790-880.000	91.94- V
07/18	07/25/2018	81037	TAYLOR RENTAL CENTER	271-790-880.000	91.94
07/18	07/25/2018	81038	TETRA TECH INC	101-526-801.000	4,129.78
07/18	07/25/2018	81038	TETRA TECH INC	101-526-801.000	4,129.78- V
07/18	07/25/2018	81039	Thompson, Brenda	101-756-808.120	120.00
07/18	07/25/2018	81039	Thompson, Brenda	101-756-808.120	120.00- V
07/18	07/25/2018	81040	THOMPSON, WILLIAM S.	514-587-802.100	743.13
07/18	07/25/2018	81040	THOMPSON, WILLIAM S.	514-587-802.100	743.13- V
07/18	07/25/2018	81041	TRACE ANALYTICS LLC	592-553-802.000	181.40
07/18	07/25/2018	81041	TRACE ANALYTICS LLC	592-553-802.000	181.40- V
07/18	07/25/2018	81042	TRI COUNTY EXCAVATING	202-451-802.000	25,550.07
07/18	07/25/2018	81042	TRI COUNTY EXCAVATING	203-451-802.000	11,709.36
07/18	07/25/2018	81042	TRI COUNTY EXCAVATING	204-444-802.000	32,843.75
07/18	07/25/2018	81042	TRI COUNTY EXCAVATING	202-451-802.000	25,550.07- V
07/18	07/25/2018	81042	TRI COUNTY EXCAVATING	203-451-802.000	11,709.36- V
07/18	07/25/2018	81042	TRI COUNTY EXCAVATING	204-444-802.000	32,843.75- V
07/18	07/25/2018	81043	TROPHY CASE, THE	592-547-775.000	500.00- V

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07/18	07/25/2018	81043	TROPHY CASE, THE	592-547-775.000	500.00
07/18	07/25/2018	81044	UPS STORE, THE	514-587-931.000	20.83
07/18	07/25/2018	81044	UPS STORE, THE	514-587-931.000	20.83- V
07/18	07/25/2018	81044	UPS STORE, THE	514-587-931.000	12.02
07/18	07/25/2018	81044	UPS STORE, THE	514-587-931.000	12.02- V
07/18	07/25/2018	81045	VAN'S BUSINESS MACHINES	592-554-802.000	70.00- V
07/18	07/25/2018	81045	VAN'S BUSINESS MACHINES	592-554-802.000	70.00
07/18	07/25/2018	81045	VAN'S BUSINESS MACHINES	592-549-751.000	337.50- V
07/18	07/25/2018	81045	VAN'S BUSINESS MACHINES	592-560-751.000	337.50- V
07/18	07/25/2018	81045	VAN'S BUSINESS MACHINES	592-549-751.000	337.50
07/18	07/25/2018	81045	VAN'S BUSINESS MACHINES	592-560-751.000	337.50
07/18	07/25/2018	81046	VSP	101-441-724.000	57.49
07/18	07/25/2018	81046	VSP	101-754-724.000	10.42
07/18	07/25/2018	81046	VSP	101-172-724.000	27.11
07/18	07/25/2018	81046	VSP	101-201-724.000	109.54
07/18	07/25/2018	81046	VSP	101-208-724.000	20.05
07/18	07/25/2018	81046	VSP	101-215-724.000	40.09
07/18	07/25/2018	81046	VSP	204-481-724.000	67.20- V
07/18	07/25/2018	81046	VSP	271-790-724.000	123.67- V
07/18	07/25/2018	81046	VSP	514-587-724.000	10.73- V
07/18	07/25/2018	81046	VSP	582-598-724.000	115.19- V
07/18	07/25/2018	81046	VSP	592-549-724.000	118.85- V
07/18	07/25/2018	81046	VSP	592-560-724.000	40.09- V
07/18	07/25/2018	81046	VSP	101-441-724.000	57.49- V
07/18	07/25/2018	81046	VSP	101-754-724.000	10.42- V
07/18	07/25/2018	81046	VSP	101-756-724.000	44.98- V
07/18	07/25/2018	81046	VSP	101-770-724.000	49.59- V
07/18	07/25/2018	81046	VSP	101-773-724.000	4.92- V
07/18	07/25/2018	81046	VSP	101-789-724.000	11.46- V
07/18	07/25/2018	81046	VSP	101-208-724.000	20.05- V
07/18	07/25/2018	81046	VSP	101-215-724.000	40.09- V
07/18	07/25/2018	81046	VSP	101-265-724.000	12.09- V
07/18	07/25/2018	81046	VSP	101-268-724.000	26.45- V
07/18	07/25/2018	81046	VSP	101-345-724.000	439.30- V
07/18	07/25/2018	81046	VSP	101-400-724.000	10.73- V
07/18	07/25/2018	81046	VSP	514-587-724.000	10.73
07/18	07/25/2018	81046	VSP	582-598-724.000	115.19
07/18	07/25/2018	81046	VSP	592-549-724.000	118.85
07/18	07/25/2018	81046	VSP	592-560-724.000	40.09
07/18	07/25/2018	81046	VSP	101-172-724.000	27.11- V
07/18	07/25/2018	81046	VSP	101-201-724.000	109.54- V
07/18	07/25/2018	81046	VSP	101-756-724.000	44.98
07/18	07/25/2018	81046	VSP	101-770-724.000	49.59
07/18	07/25/2018	81046	VSP	101-773-724.000	4.92
07/18	07/25/2018	81046	VSP	101-789-724.000	11.46
07/18	07/25/2018	81046	VSP	204-481-724.000	67.20
07/18	07/25/2018	81046	VSP	271-790-724.000	123.67
07/18	07/25/2018	81046	VSP	101-265-724.000	12.09
07/18	07/25/2018	81046	VSP	101-268-724.000	26.45
07/18	07/25/2018	81046	VSP	101-345-724.000	439.30
07/18	07/25/2018	81046	VSP	101-400-724.000	10.73
07/18	07/25/2018	81047	Wcisel, David	101-756-808.120	70.00- V

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07/18	07/25/2018	81047	Wcisel, David	101-756-808.120	70.00
07/18	07/25/2018	81048	WURSTER, JOEL	101-257-802.200	50.00
07/18	07/25/2018	81048	WURSTER, JOEL	101-257-802.200	50.00- V
07/18	07/25/2018	81050	CHEMCO PRODUCTS INC.	592-551-783.000	2,001.58
07/18	07/25/2018	81050	CHEMCO PRODUCTS INC.	592-551-783.000	88.78-
07/18	07/25/2018	81051	GIBSON EXCAVATING LLC	592-544-802.000	14,342.50
07/18	07/25/2018	81052	GORDON FOOD SERVICE	101-756-808.010	18.15
07/18	07/25/2018	81052	GORDON FOOD SERVICE	592-553-775.000	39.49
07/18	07/25/2018	81052	GORDON FOOD SERVICE	101-789-775.000	19.65
07/18	07/25/2018	81053	NORTHERN MICHIGAN REVIEW INC.	101-400-802.000	63.40
07/18	07/25/2018	81053	NORTHERN MICHIGAN REVIEW INC.	101-400-802.000	59.44
07/18	07/25/2018	81053	NORTHERN MICHIGAN REVIEW INC.	101-268-850.000	253.60
07/18	07/25/2018	81053	NORTHERN MICHIGAN REVIEW INC.	101-215-802.000	75.29
07/18	07/25/2018	81053	NORTHERN MICHIGAN REVIEW INC.	101-400-802.000	63.40
07/18	07/25/2018	81054	PROCLEAN NORTH	592-554-802.000	786.50
07/18	07/25/2018	81054	PROCLEAN NORTH	592-537-802.000	360.00
07/18	07/25/2018	81055	OVERHEAD DOOR	271-790-930.000	310.36
07/18	07/25/2018	81056	PELCO	701-000-230.900	450.00
07/18	07/25/2018	81057	PENDO	271-790-752.000	181.38
07/18	07/25/2018	81058	Penguin Random House	271-790-761.000	30.00
07/18	07/25/2018	81058	Penguin Random House	271-790-761.000	33.75
07/18	07/25/2018	81058	Penguin Random House	271-790-761.000	56.25
07/18	07/25/2018	81058	Penguin Random House	271-790-761.000	33.75
07/18	07/25/2018	81059	Peterson McGregor of Cadillac	661-598-937.000	1,573.00
07/18	07/25/2018	81060	PLAYTOWN SOUND & VIDEO	248-540-882.140	1,250.00
07/18	07/25/2018	81060	PLAYTOWN SOUND & VIDEO	248-540-882.140	400.00
07/18	07/25/2018	81061	PLUNKETT COONEY	101-266-802.000	662.50
07/18	07/25/2018	81061	PLUNKETT COONEY	101-266-802.000	2,950.00
07/18	07/25/2018	81061	PLUNKETT COONEY	101-257-802.000	822.50
07/18	07/25/2018	81061	PLUNKETT COONEY	101-266-802.000	10,590.00
07/18	07/25/2018	81061	PLUNKETT COONEY	101-266-802.000	726.33
07/18	07/25/2018	81061	PLUNKETT COONEY	204-481-802.000	726.33
07/18	07/25/2018	81061	PLUNKETT COONEY	582-588-802.000	726.33
07/18	07/25/2018	81061	PLUNKETT COONEY	592-549-802.000	726.33
07/18	07/25/2018	81061	PLUNKETT COONEY	592-560-802.000	726.33
07/18	07/25/2018	81061	PLUNKETT COONEY	101-266-802.000	7,897.37
07/18	07/25/2018	81062	POWER LINE SUPPLY	582-010-111.000	920.40
07/18	07/25/2018	81062	POWER LINE SUPPLY	582-592-775.000	101.50
07/18	07/25/2018	81062	POWER LINE SUPPLY	582-010-111.000	9,511.70
07/18	07/25/2018	81063	PRESTON FEATHER	101-770-775.000	16.45
07/18	07/25/2018	81063	PRESTON FEATHER	592-556-775.000	19.98
07/18	07/25/2018	81063	PRESTON FEATHER	101-773-775.000	6.49
07/18	07/25/2018	81064	PRINT SHOP, THE	514-587-775.000	317.01
07/18	07/25/2018	81065	Priority Health	101-265-724.000	531.62
07/18	07/25/2018	81065	Priority Health	101-268-724.000	1,144.14
07/18	07/25/2018	81065	Priority Health	101-345-724.000	18,150.04
07/18	07/25/2018	81065	Priority Health	101-400-724.000	385.23
07/18	07/25/2018	81065	Priority Health	101-441-724.000	2,544.83
07/18	07/25/2018	81065	Priority Health	101-754-724.000	520.06
07/18	07/25/2018	81065	Priority Health	101-172-724.000	1,312.09
07/18	07/25/2018	81065	Priority Health	101-201-724.000	4,197.99
07/18	07/25/2018	81065	Priority Health	101-208-724.000	770.45

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07/18	07/25/2018	81065	Priority Health	101-215-724.000	385.23
07/18	07/25/2018	81065	Priority Health	514-587-724.000	385.23
07/18	07/25/2018	81065	Priority Health	582-588-724.000	4,776.85
07/18	07/25/2018	81065	Priority Health	592-549-724.000	4,625.65
07/18	07/25/2018	81065	Priority Health	592-560-724.000	1,541.88
07/18	07/25/2018	81065	Priority Health	101-756-724.000	1,752.78
07/18	07/25/2018	81065	Priority Health	101-770-724.000	1,906.89
07/18	07/25/2018	81065	Priority Health	101-773-724.000	277.36
07/18	07/25/2018	81065	Priority Health	101-789-724.000	647.19
07/18	07/25/2018	81065	Priority Health	204-481-724.000	3,279.34
07/18	07/25/2018	81065	Priority Health	271-790-724.000	5,040.35
07/18	07/25/2018	81066	QUICK CARE MEDICAL CENTER	514-587-802.200	105.00
07/18	07/25/2018	81067	RESCO	582-010-111.000	42,596.00
07/18	07/25/2018	81068	Schmidt, Michael Harvey	101-756-808.120	140.00
07/18	07/25/2018	81069	SIMON, RICK	101-756-808.120	140.00
07/18	07/25/2018	81070	SMITH, EDWARD J	101-756-808.120	140.00
07/18	07/25/2018	81071	Spectrum Business	582-588-850.000	79.99
07/18	07/25/2018	81072	STANDARD ELECTRIC COMPANY	582-586-775.000	320.46
07/18	07/25/2018	81073	State of Michigan - MDOT	202-451-802.000	1,020.54
07/18	07/25/2018	81074	STRUBLE, CHRIS	248-540-882.140	255.00
07/18	07/25/2018	81074	STRUBLE, CHRIS	248-540-882.140	277.50
07/18	07/25/2018	81075	Swank Movie Licensing USA	248-540-882.140	868.00
07/18	07/25/2018	81076	TAYLOR RENTAL CENTER	271-790-880.000	91.94
07/18	07/25/2018	81077	TETRA TECH INC	101-526-801.000	4,129.78
07/18	07/25/2018	81078	Thompson, Brenda	101-756-808.120	120.00
07/18	07/25/2018	81079	THOMPSON, WILLIAM S.	514-587-802.100	743.13
07/18	07/25/2018	81080	TRACE ANALYTICS LLC	592-553-802.000	181.40
07/18	07/25/2018	81081	TRI COUNTY EXCAVATING	202-451-802.000	25,550.07
07/18	07/25/2018	81081	TRI COUNTY EXCAVATING	203-451-802.000	11,709.36
07/18	07/25/2018	81081	TRI COUNTY EXCAVATING	204-444-802.000	32,843.75
07/18	07/25/2018	81082	TROPHY CASE, THE	592-547-775.000	500.00
07/18	07/25/2018	81083	UPS STORE, THE	514-587-931.000	20.83
07/18	07/25/2018	81083	UPS STORE, THE	514-587-931.000	12.02
07/18	07/25/2018	81084	VAN'S BUSINESS MACHINES	592-554-802.000	70.00
07/18	07/25/2018	81084	VAN'S BUSINESS MACHINES	592-549-751.000	337.50
07/18	07/25/2018	81084	VAN'S BUSINESS MACHINES	592-560-751.000	337.50
07/18	07/25/2018	81085	VSP	592-549-724.000	118.85
07/18	07/25/2018	81085	VSP	592-560-724.000	40.09
07/18	07/25/2018	81085	VSP	101-773-724.000	4.92
07/18	07/25/2018	81085	VSP	101-789-724.000	11.46
07/18	07/25/2018	81085	VSP	204-481-724.000	67.20
07/18	07/25/2018	81085	VSP	271-790-724.000	123.67
07/18	07/25/2018	81085	VSP	514-587-724.000	10.73
07/18	07/25/2018	81085	VSP	582-598-724.000	115.19
07/18	07/25/2018	81085	VSP	101-345-724.000	439.30
07/18	07/25/2018	81085	VSP	101-400-724.000	10.73
07/18	07/25/2018	81085	VSP	101-441-724.000	57.49
07/18	07/25/2018	81085	VSP	101-754-724.000	10.42
07/18	07/25/2018	81085	VSP	101-756-724.000	44.98
07/18	07/25/2018	81085	VSP	101-770-724.000	49.59
07/18	07/25/2018	81085	VSP	101-172-724.000	27.11
07/18	07/25/2018	81085	VSP	101-201-724.000	109.54

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07/18	07/25/2018	81085	VSP	101-208-724.000	20.05
07/18	07/25/2018	81085	VSP	101-215-724.000	40.09
07/18	07/25/2018	81085	VSP	101-265-724.000	12.09
07/18	07/25/2018	81085	VSP	101-268-724.000	26.45
07/18	07/25/2018	81086	Wcisel, David	101-756-808.120	70.00
07/18	07/25/2018	81087	WURSTER, JOEL	101-257-802.200	50.00
08/18	08/01/2018	81113	5H Irrigation & Maintenance	101-770-802.000	191.13
08/18	08/01/2018	81113	5H Irrigation & Maintenance	592-537-802.000	245.79
08/18	08/01/2018	81113	5H Irrigation & Maintenance	101-770-802.000	223.55
08/18	08/01/2018	81114	Advanced Turf Solutions Inc.	101-770-775.000	224.04
08/18	08/01/2018	81115	Alliance Entertainment	271-790-760.100	33.23
08/18	08/01/2018	81115	Alliance Entertainment	271-790-760.000	175.45
08/18	08/01/2018	81115	Alliance Entertainment	271-790-760.100	37.48
08/18	08/01/2018	81116	ALL-PHASE ELECTRIC SUPPLY	582-590-775.000	35.85
08/18	08/01/2018	81116	ALL-PHASE ELECTRIC SUPPLY	582-590-775.000	12.76
08/18	08/01/2018	81116	ALL-PHASE ELECTRIC SUPPLY	582-586-775.000	10.01
08/18	08/01/2018	81117	AMERIGAS	661-598-931.000	54.81
08/18	08/01/2018	81117	AMERIGAS	101-770-802.000	16.97
08/18	08/01/2018	81118	BENCHMARK ENGINEERING INC.	101-770-802.000	627.00
08/18	08/01/2018	81118	BENCHMARK ENGINEERING INC.	101-770-802.000	1,161.00
08/18	08/01/2018	81118	BENCHMARK ENGINEERING INC.	202-451-802.000	880.00
08/18	08/01/2018	81118	BENCHMARK ENGINEERING INC.	203-451-802.000	880.00
08/18	08/01/2018	81118	BENCHMARK ENGINEERING INC.	204-444-802.000	700.00
08/18	08/01/2018	81118	BENCHMARK ENGINEERING INC.	592-544-802.000	678.75
08/18	08/01/2018	81118	BENCHMARK ENGINEERING INC.	592-020-342.000	12,123.75
08/18	08/01/2018	81119	BLARNEY CASTLE OIL CO.	101-789-772.000	4,119.45
08/18	08/01/2018	81119	BLARNEY CASTLE OIL CO.	101-789-772.000	8,697.81
08/18	08/01/2018	81119	BLARNEY CASTLE OIL CO.	101-789-772.000	8,737.31
08/18	08/01/2018	81119	BLARNEY CASTLE OIL CO.	101-789-772.000	6,004.81
08/18	08/01/2018	81119	BLARNEY CASTLE OIL CO.	101-789-772.000	4,416.92
08/18	08/01/2018	81119	BLARNEY CASTLE OIL CO.	101-789-772.000	1,545.16
08/18	08/01/2018	81119	BLARNEY CASTLE OIL CO.	101-789-772.000	3,274.97
08/18	08/01/2018	81120	C2AE	204-481-802.000	9,822.62
08/18	08/01/2018	81120	C2AE	204-481-802.000	7,470.58
08/18	08/01/2018	81121	CARTER'S IMAGEWEAR & AWARDS	101-789-767.000	75.00
08/18	08/01/2018	81122	CDW GOVERNMENT	101-201-751.000	261.54
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,444.36
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	2,292.91
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,364.35
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	832.37
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	24.66
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	8,652.81
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	89.21
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,507.56
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	12,546.02
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	89.21
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	18,760.13
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	1,006.80
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	4,140.03
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	2,564.66
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	202-475-920.000	162.50
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,600.00

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08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	3,786.92
08/18	08/01/2018	81123	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	123.00
08/18	08/01/2018	81124	Cowell, Don	248-540-882.140	375.00
08/18	08/01/2018	81125	David L Hoffman Landscaping & Nursery	204-470-802.000	260.00
08/18	08/01/2018	81125	David L Hoffman Landscaping & Nursery	204-470-802.000	1,599.50
08/18	08/01/2018	81125	David L Hoffman Landscaping & Nursery	204-470-802.000	650.00
08/18	08/01/2018	81125	David L Hoffman Landscaping & Nursery	204-470-802.000	250.00
08/18	08/01/2018	81126	DEMCO	271-790-958.000	138.20
08/18	08/01/2018	81127	DERRER OIL CO.	661-598-759.000	2,468.62
08/18	08/01/2018	81128	Dinges Fire Company	101-345-775.000	128.00
08/18	08/01/2018	81129	DROST LANDSCAPE	101-770-802.000	75.00
08/18	08/01/2018	81129	DROST LANDSCAPE	101-770-802.000	90.00
08/18	08/01/2018	81130	DTE ENERGY	271-790-924.000	40.09
08/18	08/01/2018	81130	DTE ENERGY	101-345-920.100	51.19
08/18	08/01/2018	81130	DTE ENERGY	592-558-920.000	34.88
08/18	08/01/2018	81130	DTE ENERGY	592-538-920.000	38.14
08/18	08/01/2018	81131	EJ USA INC.	592-010-111.000	1,390.32
08/18	08/01/2018	81132	EMERGENCY MEDICAL PRODUCTS	101-345-775.000	198.08
08/18	08/01/2018	81133	ENGLEBRECHT, ROBERT	101-257-802.100	3,750.00
08/18	08/01/2018	81134	FACTOR SYSTEMS INC.	101-208-803.000	2,800.00
08/18	08/01/2018	81135	FIRST CLASS WINDOW CLEANING	101-265-802.000	490.00
08/18	08/01/2018	81135	FIRST CLASS WINDOW CLEANING	101-268-802.000	1,085.00
08/18	08/01/2018	81136	FORSTER, BRIAN	101-756-808.140	2,151.66
08/18	08/01/2018	81137	GBS INC.	101-262-751.000	157.05
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08/18	08/01/2018	81138	GIBBY'S GARAGE	661-598-931.000	544.00
08/18	08/01/2018	81138	GIBBY'S GARAGE	661-598-932.000	374.00
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08/18	08/01/2018	81141	GRP ENGINEERING INC.	582-588-802.000	928.56
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08/18	08/01/2018	81142	Hall, Joshua	248-540-882.140	375.00
08/18	08/01/2018	81143	IDEXX DISTRIBUTION INC.	592-553-775.000	1,913.55

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
08/18	08/01/2018	81144	JAMAR TECHNOLOGIES INC.	204-481-785.000	549.51
08/18	08/01/2018	81145	Joint Apprenticeship & Training Trust	582-588-912.000	4,000.00
08/18	08/01/2018	81146	KSS ENTERPRISES	592-554-775.000	146.61
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08/18	08/01/2018	81147	Lakeshore Learning	271-790-958.000	114.98
08/18	08/01/2018	81148	LEXISNEXIS RISK DATA MGT	101-208-802.000	50.00
08/18	08/01/2018	81149	MCCARDEL CULLIGAN	101-770-775.000	37.50
08/18	08/01/2018	81150	Michigan Fire Inspectors Society	101-345-912.000	710.00
08/18	08/01/2018	81151	Michigan Municipal Executives	101-172-860.000	110.00
08/18	08/01/2018	81152	Michigan Pure Ice	101-789-775.000	55.00
08/18	08/01/2018	81152	Michigan Pure Ice	101-789-775.000	66.00
08/18	08/01/2018	81153	MORAN IRON WORKS	582-598-802.000	9,050.00
08/18	08/01/2018	81154	MOUNTAINTOP TREE COMPANY	101-770-802.000	225.00
08/18	08/01/2018	81154	MOUNTAINTOP TREE COMPANY	101-770-802.000	90.00
08/18	08/01/2018	81155	NORTH CENTRAL MICH. COLLEGE	101-101-860.000	25.00
08/18	08/01/2018	81156	NORTH COUNTRY PUBLISHING CORP.	248-540-882.120	145.00
08/18	08/01/2018	81157	NORTHERN A-1 SERVICES KALKASKA	582-586-802.000	445.50
08/18	08/01/2018	81157	NORTHERN A-1 SERVICES KALKASKA	202-469-802.000	912.00
08/18	08/01/2018	81158	NORTHERN MICHIGAN REVIEW INC.	248-540-882.900	225.00
08/18	08/01/2018	81158	NORTHERN MICHIGAN REVIEW INC.	248-540-882.140	35.00
08/18	08/01/2018	81158	NORTHERN MICHIGAN REVIEW INC.	248-540-882.140	35.00
08/18	08/01/2018	81159	O'DONNELL GLASS INC.	101-773-931.000	218.70
08/18	08/01/2018	81160	OHM Advisors	202-451-802.000	17,052.00
08/18	08/01/2018	81161	Petoksey RV USA	661-598-932.000	302.36
08/18	08/01/2018	81162	PLB Planning Group, LLC	101-400-802.000	187.50
08/18	08/01/2018	81163	PROCLEAN NORTH	582-593-802.000	1,396.50
08/18	08/01/2018	81164	Pro-Vision Video Systems	101-345-985.000	915.00
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08/18	08/01/2018	81166	RICHARD'S TIRE INC.	661-598-931.000	212.11
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08/18	08/01/2018	81168	SiteOne Landscape Supply	101-754-775.000	41.57
08/18	08/01/2018	81169	SPARKS, STEPHEN	204-481-802.000	123.00
08/18	08/01/2018	81170	Spectrum Business	592-560-850.000	34.92
08/18	08/01/2018	81171	Stamp Fullfillment Services	271-790-905.000	308.50
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08/18	08/01/2018	81172	STANDARD ELECTRIC COMPANY	582-010-111.000	1,025.22
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08/18	08/01/2018	81173	STAPLES ADVANTAGE	101-201-751.000	3.15
08/18	08/01/2018	81173	STAPLES ADVANTAGE	101-345-751.000	19.61
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08/18	08/01/2018	81173	STAPLES ADVANTAGE	101-345-751.000	29.99
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GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
08/18	08/01/2018	81173	STAPLES ADVANTAGE	592-549-751.000	219.75
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08/18	08/01/2018	81173	STAPLES ADVANTAGE	101-172-751.000	808.01
08/18	08/01/2018	81174	Stillwater Custom Cabinetry	271-790-970.000	1,061.17
08/18	08/01/2018	81175	STRUBLE, CHRIS	248-540-882.140	165.00
08/18	08/01/2018	81176	TAYLOR RENTAL CENTER	248-540-882.210	1,045.00
08/18	08/01/2018	81176	TAYLOR RENTAL CENTER	271-790-930.000	210.00
08/18	08/01/2018	81177	TEMPERATURE CONTROL INC.	592-554-802.000	1,204.50
08/18	08/01/2018	81177	TEMPERATURE CONTROL INC.	592-554-802.000	267.35
08/18	08/01/2018	81178	THRU GLASS WINDOW CLEANING	514-587-802.000	25.00
08/18	08/01/2018	81179	TRACE ANALYTICS LLC	592-553-802.000	330.00
08/18	08/01/2018	81179	TRACE ANALYTICS LLC	592-553-802.000	245.00
08/18	08/01/2018	81180	Traffic & Safety Control	514-587-775.000	259.00
08/18	08/01/2018	81181	TRAVERSE REPRODUCTION	582-593-751.000	63.90
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08/18	08/01/2018	81181	TRAVERSE REPRODUCTION	204-481-751.000	63.90
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08/18	08/01/2018	81181	TRAVERSE REPRODUCTION	592-549-751.000	63.90
08/18	08/01/2018	81181	TRAVERSE REPRODUCTION	661-598-751.000	63.90
08/18	08/01/2018	81182	TROPHY CASE, THE	101-345-775.000	65.00
08/18	08/01/2018	81183	Valley City Linen	271-790-752.000	25.00
08/18	08/01/2018	81183	Valley City Linen	271-790-752.000	25.00
08/18	08/01/2018	81183	Valley City Linen	271-790-752.000	25.00
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08/18	08/01/2018	81184	VAN'S BUSINESS MACHINES	271-790-751.000	88.99
08/18	08/01/2018	81184	VAN'S BUSINESS MACHINES	514-587-802.100	458.30
08/18	08/01/2018	81184	VAN'S BUSINESS MACHINES	271-790-751.000	448.32
08/18	08/01/2018	81185	VERIZON WIRELESS	271-790-850.000	63.68
08/18	08/01/2018	81186	VOSS LIGHTING	582-590-775.000	189.60
08/18	08/01/2018	81187	WADE TRIM OPERATIONS SERVICES	101-770-802.000	265.00
08/18	08/01/2018	81187	WADE TRIM OPERATIONS SERVICES	101-268-802.000	265.00
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Grand Totals:					1,984,247.79

Report Criteria:

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80729	07/11/2018	Foster, Louise	582588937000	500.00
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80731	07/11/2018	Kemsley, Deb	101756808140	80.00
80732	07/11/2018	Livingston, Lynn	101087653000	60.00
80733	07/11/2018	MacLean, James	101087653000	30.00
80734	07/11/2018	Nass, Ted	101087653000	224.00
80735	07/11/2018	Rocky's Barber Shop LLC	582081642300	150.00
80736	07/11/2018	Schaner, Phillip	101087653000	960.00
80737	07/11/2018	Wurtsmith, Casper	101756808140	90.00
80843	07/18/2018	Balliet, Elizabeth	204444802000	185.00
80844	07/18/2018	Berghauser, Jean	101087653000	576.00
80845	07/18/2018	Blint, Michelle	101756808140	90.00
80846	07/18/2018	Booth, George	582081642300	35.93
80847	07/18/2018	Ensling, Peter	582040285000	49.26
80848	07/18/2018	GORMAN, NATHANIEL & MARY	582040285000	97.53
80849	07/18/2018	Hughes, Emily	582040285000	75.00
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80850	07/18/2018	Jacobs, Andy	582040285000	37.44
80851	07/18/2018	PETOSKEY CHURCH OF GOD	582040285000	40.07
80852	07/18/2018	Ponstein, Steve	101756808010	342.00
80853	07/18/2018	Porrett, Don	101087653000	32.00
80854	07/18/2018	Smith, Brian	101770937000	193.00
80855	07/18/2018	SPARROW, SANDRA	582040285000	59.72
80856	07/18/2018	VanEtten, Dan	101087653000	300.00
80933	07/18/2018	Whyte, Joseph	582081642300	767.88
80934	07/25/2018	Cabana, Anthony	204444802000	150.00
80935	07/25/2018	Dalessandro, Thomas	703040222217	734.05
80935	07/25/2018	Dalessandro, Thomas	703040228217	908.10
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80935	07/25/2018	Dalessandro, Thomas	703040230217	1,332.20
80935	07/25/2018	Dalessandro, Thomas	703040231217	270.77
80935	07/25/2018	Dalessandro, Thomas	703040236217	2,724.30
80935	07/25/2018	Dalessandro, Thomas	703040237217	544.50
80936	07/25/2018	Fought, Wendy	101087654000	50.00
80937	07/25/2018	Keller, Margaret	101087654000	285.00
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80939	07/25/2018	Lockridge, Jeffrey	582588803000	15.00
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80945	07/25/2018	Patterson, Charles	582588803000	300.00
80946	07/25/2018	Schurig, Rose	582081642300	22.72
80947	07/25/2018	Seguin, Bill	101087654000	50.00
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81088	08/01/2018	Deboer, Mike	101090644040	65.00
81089	08/01/2018	Favorite, Tammis	582081642300	185.00
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81090	08/01/2018	Patterson, Charles	582588803000	300.00
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81092	08/01/2018	Booth, George	582081642300	35.93
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Check Number	Date	Name	GL Account	Amount
81094	08/01/2018	Ehardt, Steve	101087653000	240.00
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81096	08/01/2018	Godlewski, Jo	101087653000	32.00
81097	08/01/2018	Harrington, Mike	582588803000	50.00
81098	08/01/2018	Henagan Inv Co LLC	582081642300	4.95
81099	08/01/2018	Hillside Club Apts	582081642300	29.11
81100	08/01/2018	I.C.A.	101087654000	425.00
81101	08/01/2018	JACK VANTREES & ASSOC	582081642300	58.06
81102	08/01/2018	Kolassa, Noah	101090644040	51.00
81103	08/01/2018	LEL Properties	582081642300	40.03
81104	08/01/2018	Neall, Jeff	101087653000	1,740.00
81105	08/01/2018	Patullo, Colleen	101087654000	50.00
81106	08/01/2018	Phillips, Gary	582588803000	50.00
81107	08/01/2018	Plaster, Sharon	582081642300	36.95
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81111	08/01/2018	Swiss, Kaleb	582040285000	36.89
81112	08/01/2018	Timm, John	101087653000	60.00

Grand Totals:

17,221.94

Report Criteria:

Check.Date = 07/11/2018-08/01/2018



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: August 6, 2018

PREPARED: August 2, 2018

AGENDA SUBJECT: Downtown Petoskey Strategic Plan 2018-2022

RECOMMENDATION: That City Council review and adopt the Plan

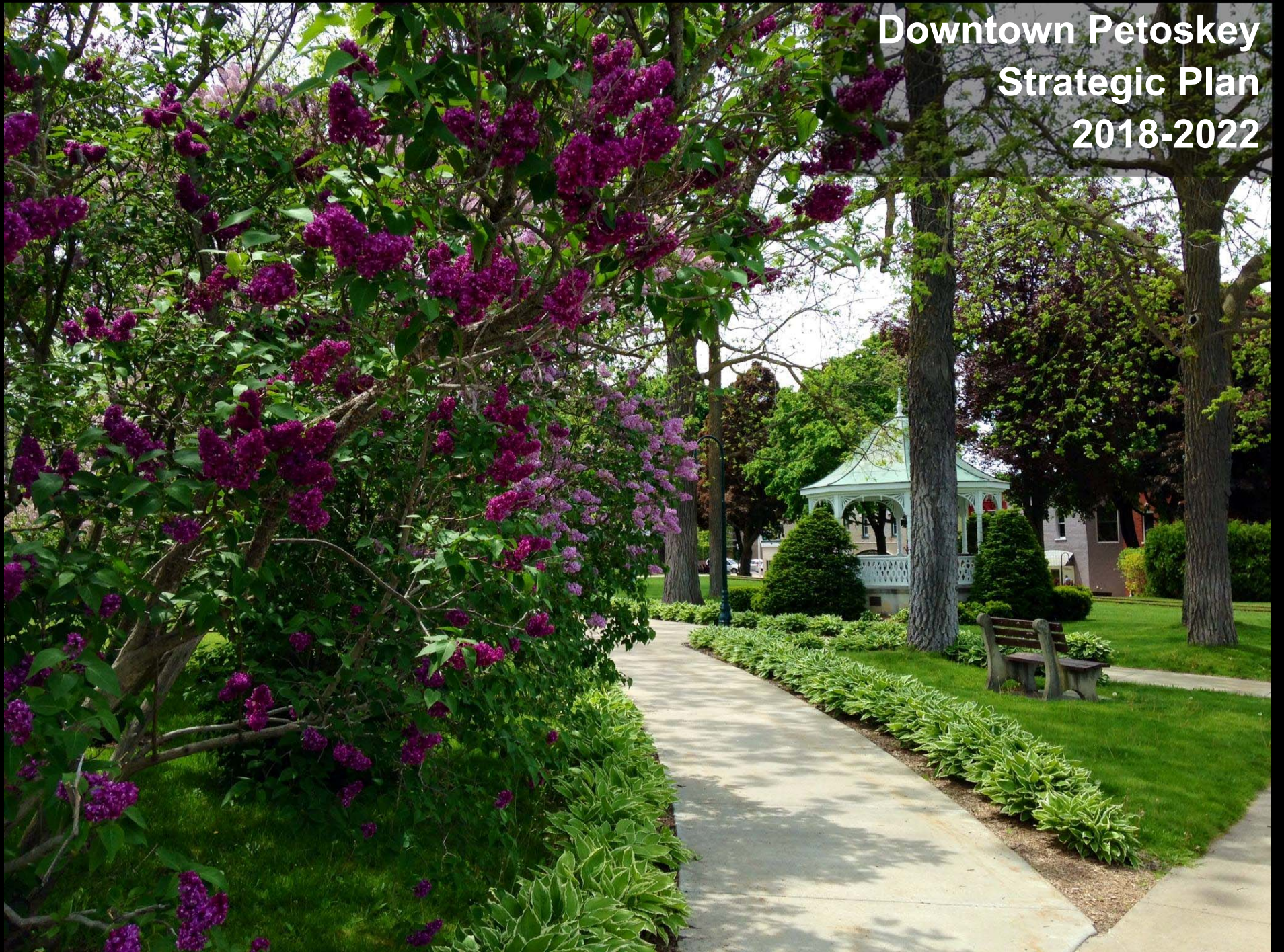
Background Downtown has been a focus of planning since the 1980s, with the Downtown Economic Enhancement Strategy completed in 1996. Since that time, there has been an effort to update the plan every five years. In late 2016, a process committee was created to update the 2013-2017 Downtown Strategic Plan made up of members of the DMB, DMB committees, and Planning Commission. The Committee reviewed the plan accomplishments and benchmark data, established a community outreach process, reviewed the survey and stakeholder session input, and reviewed and revised the draft document before it was sent to the Downtown Management Board (DMB). The DMB then reviewed and modified the document further, before adopting it at their May 15 meeting. At its July 19 meeting, the Planning Commission reviewed, adopted and voted to recommend to City Council the DMB modified plan. Noting a lack of any focus on public art, the Commission included a recommendation that Council address this subject in Downtown and Citywide in future plans.

The Plan The purpose of the update was to relay current conditions (occupancy, business mix), gather input (business owner questionnaires, stakeholder and focus group sessions), review funding levels and opportunities, and develop short-term actions to keep downtown relevant and vibrant.

Request The Plan has been approved by the Downtown Management Board and the Planning Commission. Council is now being asked to review and approve.

bg
Enclosures

**Downtown Petoskey
Strategic Plan
2018-2022**



Plan Process Committee

John Murphy, Mayor of Petoskey

Larry Rochon, DDA/ DMB (former)

Reg Smith, DDA/ DMB

Robin Bennett, DDA/ DMB

Dana Andrews, Petoskey Planning Commission

Rick Neumann, Petoskey Planning Commission

Staff: Becky Goodman, Downtown Director

Amy Tweeten, AICP, City Planner

Downtown Management Board

Robin Bennett

Doug Buck

Dan Harris

Edward Karmann

Noah Marshall-Rashid

John Murphy, Mayor

Ben Slocum

Reg Smith

Jessica Stubbs

Staff: Becky Goodman, Downtown Director

Rob Straebel, City Manager





Downtown Strategic Plan 2018-2022

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Funding Programs and Projects	10
Strategies and Actions	14
Summary	19

Appendices

- A. Community Input
- B. 2012 Strategies and Actions Implementation Status
- C. Parking Management Plan, 2015

PURPOSE AND PROCESS

Downtown Petoskey is an essential component to the sense of place of our community. This importance has been recognized since the 1980s, when the first downtown plan was created and followed with successive plans.

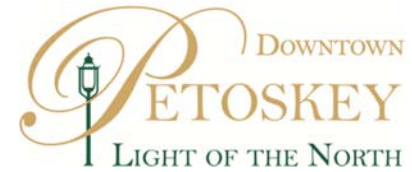
The Downtown Development Authority (DDA) and Downtown Management Board (DMB) were created in 1993 and 1994, respectively, to ensure that proper attention was given to the heart of the community. The membership of the two boards are coterminous and made up of nine (9) members with the purposes of the DMB to:

- (1) Provide leadership for the implementation of improvements to the district;
- (2) Promote public and private development and infrastructure improvements;
- (3) Serve as an advisory body to the City of Petoskey; and
- (4) Coordinate appropriate downtown programs and services.

The DMB fulfills its purpose through a committee structure that is coordinated by staff. The four standing committees are Events, Marketing, Design and Economic Enhancement. It is the twenty three (23) committee volunteers that provide the “bottom up” recommendations for programmatic or aesthetic changes within the DDA district. There is also a Parking Committee that provides oversight to the staff operations.

Beginning in the early 2000s, other northern Michigan communities began to realize the importance of their historic business districts and focused resources toward revitalization. So while Petoskey remains a premiere downtown destination, to maintain the high quality business district that locals and visitors expect, frequent examination is needed of how we are doing and changes needed to maintain vibrancy and relevance into the

future. To this end, the DMB has created a five-year strategic plan since 2007, which is then incorporated into the City of Petoskey Master Plan.



Downtown Management Board Mission

To plan, promote, and preserve the downtown business district – the hub of our community - for the greater good of the business, professional, social, cultural and service activities located within the defined downtown area.

This document began with the creation of a committee that included members from the DMB, DMB advisory committees, and Planning Commission to oversee the planning process. The committee was staffed by the Downtown Director and City Planner. At the recommendation of the committee, the DMB hired Gibbs Planning Group (GPG), to educate the community on trends in downtown revitalization and to facilitate the stakeholder and focus group sessions. Mr. Gibbs, the principal of GPG, is an international expert on commercial district revitalization and has lived and worked in northern Michigan. The committee felt that this unique combination of qualifications would be beneficial to the five-year evaluation.

This five-year plan incorporates input from downtown stakeholders and users, as well as data on existing business mix, occupancy, parking ratios, and demographics to establish a set of priority actions and projects to be undertaken by the DMB, City of Petoskey, and Downtown stakeholders over the next five years and beyond. These actions are recommended to keep Petoskey competitive, vibrant, and relevant into the future.

Downtown Petoskey means different things to different people. For purposes of this document, the geographic boundaries are those of the DDA/DMB and illustrated in Figures 1 and 2. A clear understanding of the term is important, as many funding opportunities through the state are only available to traditional downtowns.

FIGURE 1
Downtown Shopping Map

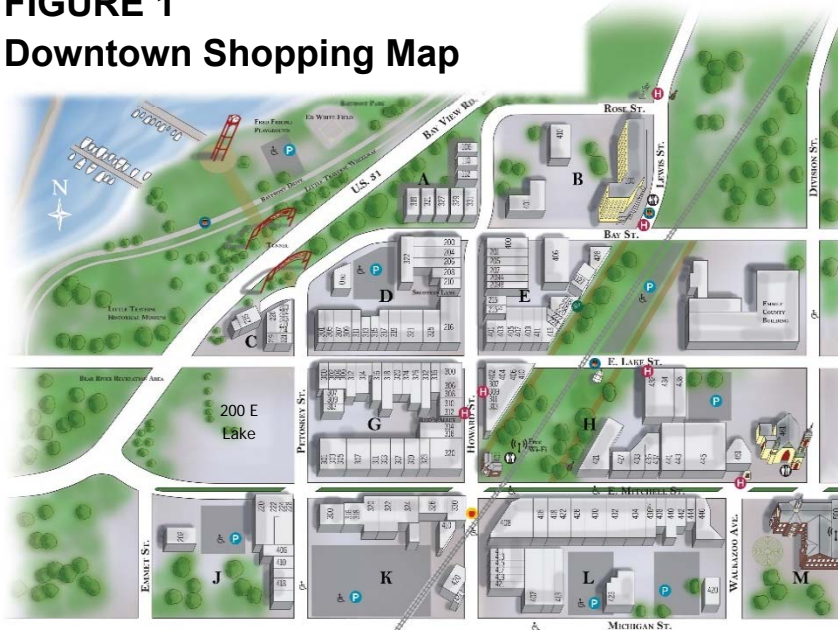


FIGURE 2
DDA/ DMB Boundary



As noted above, there have been a succession of downtown plans since the late 1980s, with a majority of identified action items completed. The 2012 strategic plan was no different, with several of the recommended actions being implemented. The table provided in Appendix B is a status summary of several action items from that plan. Major accomplishments include:



- Expansion of the DDA Boundaries;
- Creation of two new events: Petoskey Rocks and Ladies Opening Night;
- Creation of the Promotions Coordinator position;
- Promotion of “Shop Local” through continued use of Downtown Dollars and the “Small Business Saturday”;
- Marketing changes including the new Light of the North logo and creation of the holiday catalogue;
- Continued upgrades to parking technology;
- After completion of a feasibility study, the DMB decided to sell the rail trolley and put funding toward the road trolley due to the cost and logistics of maintaining the rails for train use. However, there continues to be interest in keeping the rails through Pennsylvania Park for the historic value and sheer enjoyment of people walking the rails!

All of these actions have helped to position Downtown for continued success that is reflected in increased attendance at events, more than twenty (20) property transactions in the past five years, and increased evening activity. The recommended actions in this plan are intended to continue moving Downtown forward, while retaining its unique character.

Downtown by the Numbers (January 2018)

95	Residential units in the DDA District
41%	Owner-occupied Downtown buildings
3	Property Owners control 24% of the buildings Downtown
17	Annual Events Held in Downtown
3	DDA liquor licenses issued (1 pending)
17	Bike racks (including two bike corrals)
23	Volunteers serve on downtown committees
909	Metered parking spaces
\$19,110	Downtown Dollars put into circulation January-November 2017
\$ 4.1M	Downtown Private investment over the past five years for building improvements

Downtown Today



Downtown Petoskey is healthy. Low vacancy rates, increased night life, and additional housing units all point to a resilient downtown that quietly gets business done. It is also a large business district relative to the year-round City population of just under 6,000, encompassing 826,684 square feet of ground floor, basement, and upper story

commercial space, as well as vacant land.¹ The County facilities, approximately 140,000 square feet, are not included.

Downtown real estate is increasing in demand as indicated by the number of property transfers. The high number of transfers has uncapped property assessments, which resulted in an increase of 23% in State Equalized Value (SEV) of the district over the past five years. While downtown is moving in the right direction, the SEV of the district has only returned to the value it had in 2008.

Nationally, stores are closing and the impact of on-line retail sales from Amazon, Yahoo, etc. is felt locally as they continue to erode the ability of small businesses to compete. Given the difficult retail climate, independent businesses need to continue attracting customers with personal service, experiential shopping, and unique offerings and services. Regionally, there is increased competition from other northern Michigan downtowns, particularly in the hospitality sector, with the Walloon Village revitalization, Harbor Springs creating a DDA, Charlevoix becoming a Main Street community, and new development in Boyne City. However, Downtown Petoskey's retail sector continues to be strong, with daytime traffic that surpasses other communities.

Business Mix

Downtown has followed the national trend of moving toward a more service-sector business district. In the mid-2000s there was an increase in storefronts used by salons and fitness businesses, followed by an increase in restaurants, and more recently there has been an increase in interior design studios—some with a retail component. This new mix of businesses has resulted in one of the lowest storefront² vacancy rates in the past 10 years (6.5%), creating a situation where previously vacant, non-street fronting spaces are being converted to commercial use (e.g. Ernesto's Cigar Bar and Lounge).

Business mix and placement is a “science” in traditional shopping malls that have the ability to control what business goes where, which is not possible in a downtown where buildings are individually owned. Also, downtowns are more multi-purpose than malls, serving as the community gathering place in addition to a shopping/dining/service destination. As of December 5, 2017, we continue to have a strong retail sector at 45% occupancy of storefront spaces (49% in 2012). There has not been a significant increase in the number of restaurants (net gain of 1 since 2012), but the type of restaurants are more evening focused which has enhanced Downtown activity after 5:00 p.m. The top five sectors out of 169 storefront spaces in the 10 block district were:

Retail	45%
Restaurant/Bar	15%
Personal Service/Fitness	10%
Finance/ Real Estate	8%
Interior Design/ Improvement	6%

The desirability of Downtown Petoskey as a place to do business is reflected in our 6.5% storefront vacancy rate when the national

¹ 2017 Downtown Assessment Roll

² Storefront spaces were used to determine occupancy as the most visible measure of downtown vibrancy rather than total building square footage used in previous plan.

average is 10% according to Gibbs Planning Group. Vacancies vary greatly by location, with the block of E. Lake Street between Petoskey and Howard at a 3.8% vacancy (1 storefront) and the 400 block of E. Mitchell at 18.5% (5 storefronts).

So while our overall rate is low, the vacancies we have are clustered and visibly located which reinforces the public perception that downtown is not doing well. It is interesting to note that the block with the highest vacancy rate actually increased its number of storefronts by two (2) in the past five years with changes to the Ethnic Creations (420 E. Mitchell) and Ben Franklin (416 E. Mitchell) buildings. From January 2013 through October of 2017, 65 businesses opened and 54 businesses closed with several businesses relocating to larger spaces within the downtown or expanding into additional storefronts (e.g., Beard's Brewery, Vogue Salon, Craig Ryan). Of the businesses that closed, 30% lasted five years or less, which unfortunately is a common business start-up statistic.

Downtown Petoskey has, over many years, become a year-round district and less of a seasonal location than other downtowns in the region, however, a few more seasonal, tourist-oriented stores have appeared in the past two years. Downtown continues to balance the needs and desires of locals and visitors with regard to seasonal businesses, with resident focus groups identifying a desire to allow food trucks which, most likely, would only be here seasonally. Whether additional seasonal businesses are good for downtown is yet to be seen.

Multi-Generational Businesses

One of Downtown Petoskey's competitive advantages is the number of multi-generational businesses that own their real estate. The stability these 14 businesses provide is a significant, unique value to the

The greatest asset a city or neighborhood can have is something different from every other place.

Jane Jacobs

business community, offering

institutional memory, as well as a long-term view of downtown's success, and is something that should be celebrated.

Operating a small business for 20+ years takes a certain tenacity and requires succession planning in addition to adaptability in the face of changing preferences and market conditions. Over the past five years, Downtown lost several long-term businesses including Jespersion's, Gattle's, Horizon Books, Ethnic Creations, and Whitecaps. On the positive side, these vacancies have either been filled or have pending tenants, which is an indicator of Downtown Petoskey's continued attractiveness as a business location. Two of the spaces are, or will be, filled with return retailers (Mettlers American Mercantile and Glik's).

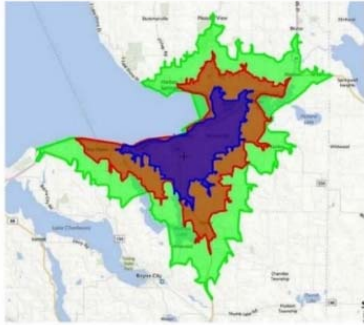


Market Data

In 2012, the DMB contracted with Finnicum Brownlie Architects and others for a downtown theatre feasibility study. The study provided in-depth data for an identified "prime downtown market area" and the "extended downtown market area," or the most frequent users of Downtown Petoskey. As it is the year-round population that many businesses feel is critical for their business success, the data from the theatre plan is summarized here. While there is more current data, for the purposes of this plan, the community demographics would not have changed

significantly over the past five years. As noted above, what has changed over the past five years is increased competition as other northern Michigan communities have focused on place making through downtown revitalization, theaters that have opened in these communities, and the impact of on-line retailers.

Downtown Petoskey Prime Market Area³ (20 Minute Drive)



Downtown Petoskey Extended Market Area (20 Mile Drive)

	Prime Market	Extended Market
Population	31,171	62,911
Average Household Income	\$63,418	\$58,957
Average Disposable Income	\$47,676	N/A

Source: Theatre Development Plan, Finnium Brownlie Architects, et al, 2012

The Esri® Tapestry™ Segmentation System was used to analyze the market for the theatre plan as well, with findings

³ Maps created for the Theatre Development Study by Finnium Brownlie Architects, et. al., 2012

similar to those from the 2012 Downtown Strategic Plan. According to Esri®, “Segmentation systems operate on the theory that people with similar tastes, lifestyles, and behaviors seek others with the same tastes—“like seeks like.” These behaviors can be measured, predicted, and targeted.” The market segmentation data provides information on downtown’s best customers, what they buy, where more customers like them can be found, and how can they be reached.

The Petoskey prime and extended market areas continue to show the top Tapestry™ segments to be Rural Resort Dwellers, Green Acres, and Midland Crowd. Details on these segments can be found at www.Esri.com/data/tapestry. For the purposes of a destination downtown, it is important to remember the model is based on the premise that people seek areas where their tastes are reflected. The larger scale market of Downtown Petoskey is further reflected in the number of regional and national publications in which it is mentioned (see partial list of awards and accolades below).

Downtown Housing

After years of having the goal of increasing upper-floor residential to enhance the vibrancy of downtown and provide ready business customers, we are finally seeing renovated existing and new upper-story residential units. In addition to the seven (7) renovated units on Waukazoo Avenue with the Rental Rehabilitation program, there were ten (10) new units completed in the past two years on E. Mitchell Street and three are under construction on Howard Street. There are also plans to add twelve (12) more upper-story units to three other buildings. With a Walkscore® of over 80, downtown is an attractive address to those who do not want to rely on their individual motor vehicle.

416 E. Mitchell before two-story addition



However, return on investment for these projects is the primary factor limiting additional conversions of under-utilized space. The cost of construction drives up prices, while the lack of parking availability limits the desirability of the units to those that could pay the required rents. According to the 2014 Target Market Analysis (TMA) for Emmet County completed by Land Use/USA on behalf of Networks Northwest, downtown living is what the household lifestyle clusters moving to the area are looking for so additional units could be absorbed if the development challenges are addressed.⁴

Housing for service sector workers is an issue that will continue to be more of a crisis, particularly for seasonal workers. Given the market for housing, if workforce housing is desired in proximity to downtown, it will need to be higher density and likely require incentives through loans, grants or abatements.

416 E. Mitchell after two-story addition



Awards and Accolades

“Ten Great Shopping Streets in the US”; *USA Today* ♦ “The 20 Best Small Towns to Visit in 2013”; *Smithsonian Magazine* ♦ “100 Best Small-Town Getaways” *Midwest Living* ♦ *America’s 100 Best Places to Retire* ♦ “25 Coolest Midwest Lake Vacation Spots” *Midwest Living* ♦ *America’s Best Low-Tax Retirement Towns, 3rd Edition*

⁴ The full TMA for Emmet County can be found here:
<http://www.networksnorthwest.org/userfiles/filemanager/3509/>

COMMUNITY OUTREACH

Stakeholder input into this five-year plan came from several methods including a business owner survey, stakeholder sessions, and focus groups. This series of input provided some general direction, which was then followed up with an additional business questionnaire. The Process Committee used this feedback to develop actions and strategies for the next five years. Summaries of each feedback method are included in Appendix A.

Business Owner Surveys

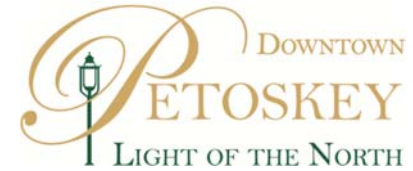
The on-line survey was sent to 213 email addresses representing 130 businesses and hard copies were delivered as well. We received 59 survey responses, for a response rate of 27.7%.

Respondents to the initial survey were largely retail businesses (66%) and the majority (54%) had been in business in Downtown Petoskey for more than 20 years. This level of business experience was valuable for the long-term view concerning marketing strategies and property assessment expenditures.

Responses on the most beneficial marketing media for the downtown image campaign indicated a strong preference for social media and digital. Events, image campaign, and sidewalk snow removal were identified as priority spending areas, while development of 200 E Lake Street, a parking structure, and downtown housing were seen as the items that would have the greatest positive impact on the future of downtown.

Challenges to doing business downtown included seasonality, high rents, the national retail environment, and parking – with varying views of the problem. For the

most part, businesses believe that more parking is needed for downtown to remain viable as a commercial district into the future. There was an attempt to gather information on employee numbers, but this is data that needs to be provided by all businesses to be meaningful.



Suggestions for the continued success of downtown included attracting a movie theater, an additional hotel, and more restaurants, housing, and quality events.

A second questionnaire was sent to drill down on some of the initial responses, with 64 respondents. There was a majority that felt there should be weekly community events with street closures in the summer, with many caveats in the comments, but most in favor of non-downtown sponsors for such events with supplemental funding by the Parking Fund. There was strong support for food trucks on private property, but not in public parking spaces unless in conjunction with a community event.

From survey responses, it does not appear that rents are out of line with the standard provided by Gibbs Planning Group (8-10% of retail sales), which indicates rents may not be an impediment to doing business Downtown.

Downtown Stakeholder Meetings and Focus Groups

Gibbs Planning Group held a series of sessions with downtown stakeholder groups including retailers, hospitality businesses, office sector businesses, landlords, institutions and property owners as well as focus groups with area residents, young families, and empty nesters/retirees. The sessions were promoted through press releases, articles in Chamber and City on-line

newsletters, Downtown Facebook page, announcements at service group meetings, downtown customer contacts, posters placed at businesses, email to all downtown email lists, and door-to-door recruiting by the Downtown Director.

The sessions were free-flowing, with topic categories of special events, parking, 200 E. Lake Street, downtown retail, frequency of visits to other downtowns, maintenance and beautification of public spaces and buildings, and conditions that impact doing business downtown.

One-on-one conversations were held with the Mayor, City Manager, DMB Chairman, Downtown Director, and key property owners.

Based on the discussion and experience with similar cities, Gibbs Planning Group provided several recommendations, which are detailed in Appendix A. To summarize:

- A parking deck needs to be developed in the central downtown area, preferably lined with retail and/or residential uses.
- There is a need for housing development in and adjacent to Downtown for workers and retirees. This will require increased densities.
- There is a need to protect the historic integrity and quality of downtown. This could be accomplished through a local historic district with a design review board of qualified architects and planners.
- A master plan and redevelopment strategy needs to be developed for 200 E. Lake Street, and the City/DMB should consider purchasing the site and seeking a master developer or developers to implement the plan.

- Maintenance of buildings was raised as an issue. Expanded inspections and building maintenance standards need to be created and enforced.
- There is a need for more businesses that appeal to the average Petoskey family.
- To maintain a quality pedestrian environment all year round, sidewalk snow removal must be improved either through expanded plowing or installation of heated walks.
- The holiday decorations create an ambiance that should be expanded through February.



Summaries of all public input is included in Appendix A.

FUNDING PROGRAMS AND PROJECTS

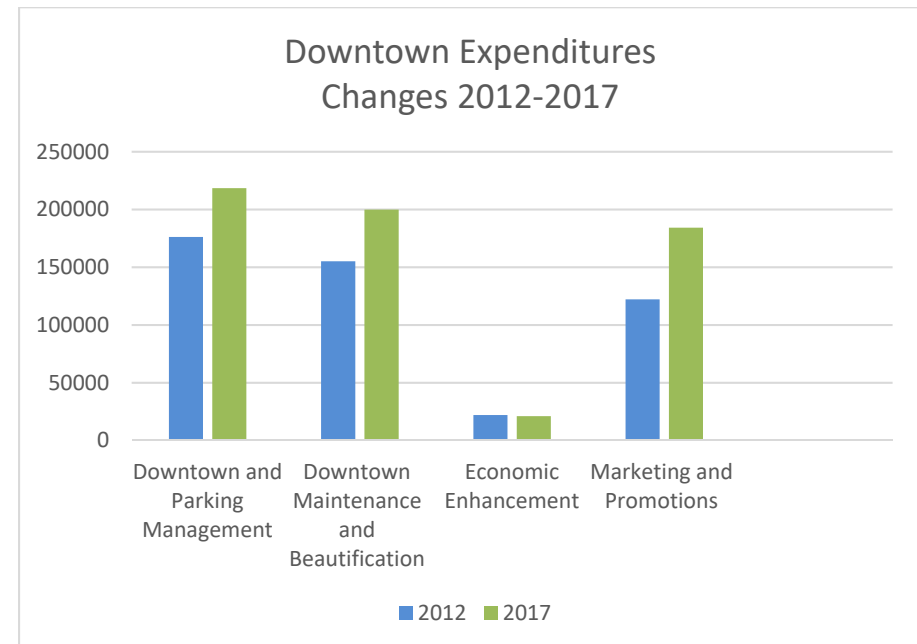
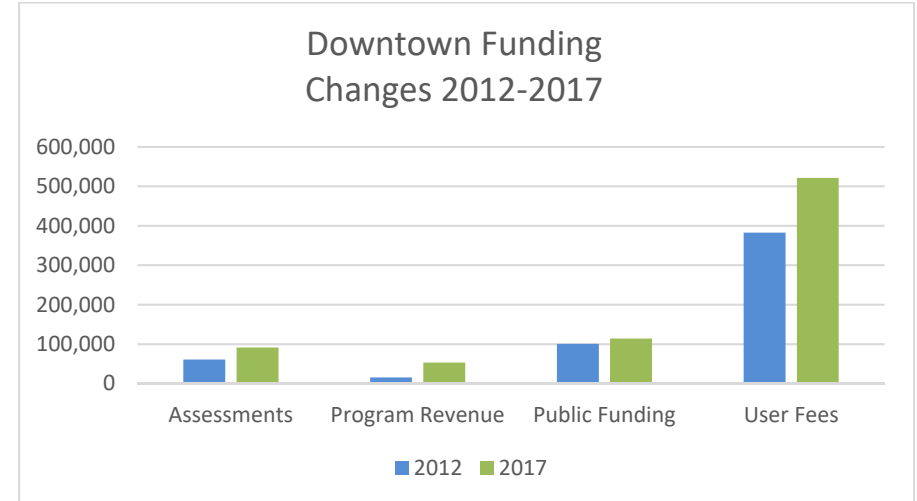
Downtown Petoskey is unique in many ways, and the funding of programs and services is one of them. It is one of very few Michigan DDAs that does not fund operations through a DDA Tax Increment Finance District, which was helpful in keeping funding stable during the last recession. Many DDAs saw decreases of 20 to 50% in their revenues which meant a decrease in services. Regionally, Boyne City DDA receives approximately 78% of its budget from the DDA TIF and Harbor Springs receives 25%.

Rather than utilize TIF funding, the City enacted a special assessment district in 1994, which had its last rate increase in 2012. For 2018, the assessment ranges from 4 cents to 16 cents per square foot of commercial space, which is anticipated to bring in just over \$90,000. The assessment funds marketing, promotions, economic enhancement, and beautification.

The Downtown Office also manages the Parking Fund, which generates revenue from parking meters, monthly passes and fines. In municipal finance terms, these are identified as “user fees” as they are revenues paid by those who use downtown and the parking system. Sidewalk snow removal and façade grants are two downtown services that were previously paid for with the special assessment, but are now paid with parking revenues. The Parking Fund also funds parking system maintenance and management, trolley operations, and the Downtown Office staffing and operations.

Because of Downtown’s importance to the community at large, there is also funding in the City General and Electric Funds for maintenance, event support and installation/removal of holiday decorations. A comparison of

revenues and expenditures in 2012 and 2017 is provided to illustrate changes over the past five years.



The DMB budget increased 31% over the past five years, net of capital outlay expenditures that vary greatly year by year.



Expenditure increases funded the new Promotions Coordinator position, trolley operations, updated landscaping, and parking technology updates.

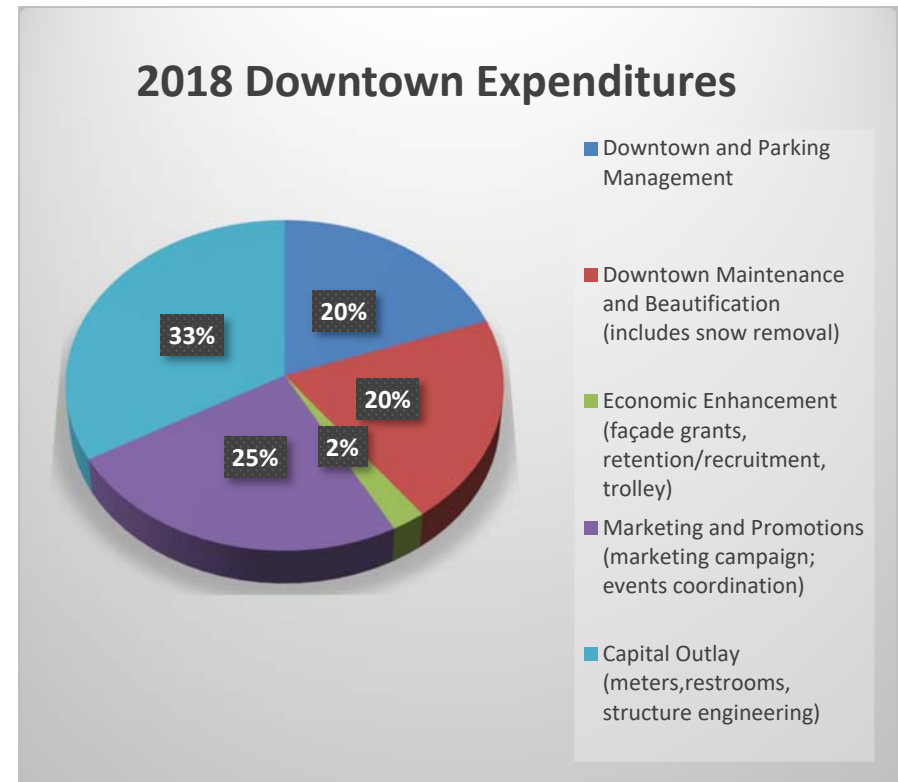
Future Funding

The 2018 Budget again shows increases in program revenue as a funding source, which means additional event sponsorships will be needed. Based on input received through the planning process, there is a desire from downtown stakeholders and area residents for more community events.

There are two types of events funded by the DMB – community events and business events. The difference is the focus of the event – either a feel-good gathering (Holiday Open House, Petoskey Rocks!) or an event designed for business exposure (shopping scramble, progressive dinners, ladies opening night). Participants in the planning process felt that the larger community events should be supported by businesses outside of the downtown. The DMB has discussed the issue of event sponsorships by non-downtown businesses, but has not yet created a policy.



Capital projects are identified through the City's six-year Capital Improvements Plan (CIP), which includes projects that may not yet have identified funding sources. Capital projects coming from the Parking Fund in 2018 include replacement of parking meter heads, partial funding of the downtown restroom reconstruction, and possible engineering costs associated with construction of a parking structure. The restroom expansion was a recommended action in the 2012 plan and will be a great improvement for park users, event attendees, and shoppers.



While it is certainly helpful that the Parking Fund is available for these projects, if the primary purposes of the fund are to increase parking capacity and to maintain existing parking lots, other funding for important capital projects will be needed.

In 1997 a special assessment was levied on a street-frontage basis for the current streetscape. At twenty years of age, it is not too early to start thinking about what changes may be needed or desired moving forward and from where funding would come. Consideration should be given to the desired balance between non-motorized accessibility and on-street parking. The third phase of the Downtown Greenway Corridor is a proposed widening of the sidewalk on Park Avenue to create a promenade. The widening will enhance Pennsylvania Park accessibility as well as improve outdoor dining options, which has been a long-standing strategy to increase Downtown vibrancy. The park is located in the middle of a commercial district that is a hub of community activity and these types of improvements are designed to serve both park visitors and downtown commerce.

Other possible options for funding are a DDA millage, which could raise up to \$52,858 based on the 2017 taxable value of the district, or a special assessment for parking development.¹ Given the high priority of parking development to downtown stakeholders, a question was included regarding preferred funding methods. Of the 41 responses received, the preferred methods were a special parking assessment or a combination of an assessment and increased parking fees and fines (see Appendix A).

¹ The DDA may levy up to 2 mils.

To maintain our position as a destination downtown, thought must be given to capital projects beyond the six-year horizon - whether it be parking lot maintenance, updates to the streetscape, or wayfinding sign replacements. Consideration of funding sources for these longer-term projects needs to happen sooner than later. Below are projects that are anticipated to occur over the next six years in-and-on the periphery of Downtown, however, many are dependent on finding a funding source.



A widened Park Avenue

Numbers provided by businesses who recently installed heated sidewalks indicate an installation cost between \$37 and \$39 per square foot. An estimate of the cost applied to one side of the 400 block of E. Mitchell would then be a minimum of \$154,000 plus brick work. There would then be the on-going cost of utilities by the property owner/tenant, and snowbank removal by the City/DMB.

**2018-2023 Capital Improvements Plan
Downtown Projects***

2018

- ❖ Restroom renovation/expansion
- ❖ Reconstruction of E. Lake from US 31 to Petoskey Street; Petoskey/Lake Street intersection; Petoskey Street from Reid's Alley to Bay Street
- ❖ Parking deck engineering

2019

- ❖ Lewis Street realignment
- ❖ Phase III Downtown Greenway Corridor construction – widened sidewalk and amenities on Park Avenue
- ❖ Parking deck construction

2020

- ❖ Darling lot paving/possible pay stations

2021

- ❖ Repaving of Petoskey/Mitchell intersection and Petoskey Street to Michigan Street
- ❖ Parking lot paving

2022 and 2023

- ❖ Parking lot paving/possible pay stations

**Projects identified; funding not determined beyond 2018 Budget year.*

STRATEGIES AND ACTIONS

Based on input, data, and observation the following strategies are recommended.

Economic Enhancement

Redevelopment Ready Communities

Downtown has two downtown sites identified as priority redevelopment sites in the City's Economic Development Strategy, 200 E. Lake Street and the Darling Lot. It has been determined that both sites are Brownfield eligible, and the Plan indicates that use of Brownfield Tax Increment Financing would be considered for redevelopment of these sites that incorporates public parking or workforce housing.

Workforce Issues

Getting and keeping good employees is not an issue unique to Downtown, but is something that was brought up in stakeholder meetings. The issue of housing for employees – particularly during the summer season- has become more pressing in recent years and given the economic issues discussed previously, there will be no easy answer. It is recommended by Gibbs Planning Group that workforce housing be created in or near downtown, but new development that could be afforded by most employees will require subsidies, incentives or a combination of both. The Rental Rehab program that has been successfully used for rehabilitation of existing units could be helpful, but may be insufficient given the current market conditions.

Parking

Based on national ratios, as well as local opinion, downtown needs more parking. Citing Gibbs Planning Group, an ideal parking ratio for a walkable downtown is between 2.75 and 3 parking spaces per 1,000 square feet of commercial space. Using the 2017 assessment data of commercial space, our ratio is 1.8 spaces per 1,000 square feet, or well under the ideal ratio.¹ This ratio does not include the square foot area of County facilities, but does include un-metered parking spaces on Lewis Street and in Arlington Park.

It must be kept in mind that the square foot number indicates the *potential* of downtown economic activity, as it includes vacant or under-utilized space. The low ratio is reflective of what has been said for many years that the lack of structured parking is holding back investment in downtown, particularly given the expense of upper story redevelopment.

In 2016, the DMB contracted with Walker Parking Consultants to evaluate designs and costs of a parking structure on the City-owned Darling Lot due to the lack of activity at 200 E. Lake Street. The purpose of the study was to create two scenarios for possible parking development that would give cost and preliminary design parameters. The two scenarios were a stand-alone structure and a structure with a transfer plate to enable future residential development on top of the structure by a private entity. The structures' costs were estimated at \$6.5M and \$9.2M, respectively for an estimated net increase of 153 spaces. The study also included soils testing that showed the property meets the definition as a Part 201 Facility under Michigan's Natural Resources and Environmental Protection Act, Act 451, PA 1994 as

¹ There are 1,494 spaces downtown (public and private)

amended, and the definition of Eligible Property under Michigan's Brownfield Redevelopment Financing Act, Act 381, PA 1996, as amended.

Walker Parking Consultant also updated the possible costs of a joint City-County parking structure across from the Emmet County Building at just under \$4M for a net increase of 121 spaces. Given the costs of a structure, a partnership would be needed for its construction and possibly long-term maintenance. It is Gibbs Planning Group's recommendation that any parking structure is lined with retail or residential space.

There are those who do not believe more parking is needed nine months of the year, and in the three months of increased demand, there is free parking in Bayfront Park or on neighborhood streets. This concept works to a degree, but continued use of parkland for downtown parking could be restricted in the future. If the parking spaces frequently used by downtown employees in adjacent neighborhoods and Bayfront Park are taken into consideration, our ratio becomes 2 spaces per 1,000 of floor area (not including County facilities), which is still well below the ideal ratio.

As was discussed in the 2012 plan, demand management is a necessary balance to parking supply. This includes alternative methods of getting to and around downtown, whether that is non-motorized transportation, use of the trolley as an employee shuttle, or creating a car sharing program for downtown residents. All of these methods for reducing parking demand are still relevant.

Desired Businesses

A frequent response to a survey question on a business type that would benefit Downtown was a movie theater. This has been the case since the theater left in the early 2000s and is why the DMB contracted for the Theater Study in 2012. Since no operator has come forward to invest the anticipated \$9M, it may be that the non-profit model will be the only way to get a new theater as it has worked in Harbor Springs, Traverse City and Manistee. Other desired businesses are an additional hotel, additional restaurants, a full service grocery store, and a pharmacy. As previously noted, there is also an interest in allowing food trucks in the community. Gibbs Planning Group recommends recruitment of retailers that appeal to the local consumer.

Early Food Truck in Petoskey (Popcorn King, circa 1913)



Economic Enhancement Actions:

- Recommend to City Council elimination of the existing DDA TIF at 200 E. Lake to position the site for a Brownfield TIF.

- Recommend that City Council consider financial incentives for workforce housing and public parking in or near downtown.
- Continue exploration of heated sidewalk feasibility while monitoring snow removal expenditures.
- Initiate a committee to pursue a not-for-profit organization to develop and operate a theater.
- Review/Revisit the 2015 Parking Plan elements (see Appendix C).
- Share the business successes of Downtown, demonstrating the ease of doing business here.
- Work with businesses to develop incentives for parking demand management (carpooling, walking and biking).
- Explore a car-share program to reduce parking needs of downtown residents.
- Build a parking structure through a public-private or public-public partnership (Emmet County).

Design and Beautification

Design and beautification of the public realm downtown is a shared responsibility of the City, DMB and property owners. The DMB has used the façade grant program for nine years as a way to encourage property owners to make building improvements consistent with the Downtown Design Guidelines, however, these are simply guidelines and not enforceable. A recommendation of previous plans and reinforced by Gibbs Planning Group is the creation of a local historic district and special design review board to increase the commercial and residential design standards of downtown buildings.

The Downtown Gateway plan created in 2012 has not gained much traction given the lack of activity at 200 E.

Lake Street. There will be improvements to the entrance of downtown in 2017 and 2019 (see 2018-2023 Capital Improvements Plan listing), but the plan should be reviewed for implementation opportunities by the DMB before a development moves forward at 200 E. Lake. The evergreen trees at the entrance to downtown continue to block views down E. Mitchell Street. Thought should be given to use of these trees as a replacement for the existing Pennsylvania Park Christmas Tree. Should this tree come down, it would open up views into Pennsylvania Park and possibly create additional activity space.

An issue affecting all downtown businesses is waste removal. Joint disposal areas, such as the one placed behind the Chamber of Commerce building, could create cost savings and would improve alley aesthetics. There has been interest in using alleys for events and the consolidation of trash could make alleys more useable as public space. Single-point trash contracting has also been discussed in the past, with downtown property owners surveyed on collection needs and costs. Even if 100% participation could not be achieved, some coordination could lessen the impact of trash haulers on downtown and reduce use by businesses and residents of public, street-side receptacles which is prohibited.

There is an interest in keeping holiday decorations up longer. This is something that will need to be discussed with the Department of Public Works as the installer. At a minimum, it would be helpful if the lighting could stay up during the dark winter period.

Design and Beautification Actions:

- Begin discussions on possible streetscape updates before it becomes “dated” and

maintenance costs increase. Gibbs Planning Group noted that concrete score patterns can be an attractive alternative to brick pavers, which tend to heave and create trip hazards in our climate. The streetscape should maintain walkability, while also considering improvements for bicycle mobility, which may include additional bike racks and corrals, as well as wayfinding signs.

- Explore single-contract waste removal as well as joint receptacle areas.
- Review Downtown Gateway Plan implementation opportunities for possible partnership with future developer of 200 E. Lake Street.
- Advocate for the creation of a Downtown Local Historic District and coordinate the process of creating the design review board.
- Increase enforcement of property maintenance codes to keep problem properties from negatively impacting downtown.
- Expand seasonal lighting display through February.
- Work with the Department of Parks and Recreation to ensure Pennsylvania Park improvements also enhance park use for community events.
- Recommend the installation of a stairway/sidewalk from the Elks Lot to Shoppers Lane to improve pedestrian accessibility and safety.
- Install tent stake sleeves in Pennsylvania Park to simplify event setup.

Events and Promotion

Currently, it is the Downtown Office that coordinates most events held Downtown, with the Chamber of

Commerce and Crooked Tree Arts Center notable exceptions. Events that start with an idea, are vetted by the Events Committee, and ultimately approved for funding by the DMB. The process is lengthy, but necessary to ensure adequate review of potential impacts.



*ARCHITECTURAL TREASURES
DOWNTOWN PETOSKEY*



Children's Parade, SE corner Lake and Howard, circa 1918-1929

Input received during the planning process indicated an interest in additional community events Downtown and that these events could be sponsored by non-downtown businesses. Petoskey Rocks! has been successful in bringing bands with regional draw, but there is a significant price differential from the smaller local bands. If it is this type of draw that is desired, it only makes sense that the cost is shared more broadly. This would be a change from how events and sponsorships are currently handled and will need a clear policy on when it should be the DMB that is the coordinating organization. Given the interest in increased events, should there be a mechanism to allow business-specific or sector-specific events use of the public rights-of-way? If these more private events are a way to create energy, a tool such as the licenses for outdoor dining might be explored. Relationship-building events are important, but must be balanced with Downtown's primary function as a

business district and economic engine. **Events and Promotion Actions:**

- Increase the number of events.
- Continue work on a policy for event sponsorships by non-downtown entities.
- To maximize event funding, review the Special Assessment Role.
- Enhance the community connection to Downtown history and architecture through the use of historically relevant activities and architectural guides or scavenger hunts.
- Explore possible mechanisms to allow business events to use public rights-of-way within reason, similar to the outdoor dining license process.

Marketing

Input into marketing downtown had strong support for expenditures on social media and electronic messaging, followed by entertainment guides and regional magazines. This is a huge change from when the Downtown Marketing Plan was completed in 2008, which does not even mention social media. A review and possible update to the marketing plan should therefore be a top priority to ensure that the Downtown Image Campaign is reaching the desired audiences.

Marketing Actions:

- Increase social media presence for Downtown image campaign.
- Explore additional cooperative marketing activities such as gift bags and Downtown Dollars.
- Update the 2007 Marketing Plan.



SUMMARY

Downtown Petoskey is in a fortunate position as an historic commercial district. Previous planning efforts have improved the public realm, created an organizational framework, and established goals and strategies that continued the on-going revitalization process. Occupancy rates, number of business start-ups, and property values are all strong indicators of past and present success. This document is the next step in the process to ensure that downtown continues to be relevant and vibrant into the future.

Following adoption of the strategic plan, it will be the responsibility of the Downtown Management Board to further refine the actions and establish priorities for the next five years. The actions are intended to position downtown to continue meeting the changing demands and needs of the residents and visitors of Petoskey, while maintaining its unique qualities and character.



APPENDIX A

COMMUNITY INPUT

**Downtown Petoskey Business Survey Summary
Summer 2017**

Question 1

Please let us know your business type (59 responses)

Retail	66%
Restaurant/Bar	10%
Professional Office	5%
Personal Service	5%
Bank	4%
Other	10%

Question 2

How long have you been in business in Downtown Petoskey (59 responses)

Less than one year	9%
1-5 years	15%
6-10 years	10%
11-20 years	12%
More than 20 years	54%

Question 3 How many employees? (59 responses)

Full-time year-round	1007
Part-time year round	242
Full-time seasonal	225
Part-time seasonal	248

Question 4

Which advertising media offer the greatest benefit for the Downtown image marketing campaign?

	Definitely yes	Maybe	Definitely No	Don't know
Newspaper	13.73%	64.71%	13.73%	7.84%
Regional Magazine	27.45%	54.90%	7.84%	9.80%
Commercial Radio	24.00%	32.00%	24.00%	20.00%
Public Radio	27.45%	47.06%	11.76%	13.73%
Cable TV	24.00%	42.00%	6.00%	28.00%
Network TV	22.92%	35.42%	14.58%	27.08%
Public TV	16.33%	40.82%	20.41%	22.45%
Entertainment Guides	35.42%	41.67%	10.42%	12.50%
Digital	68.75%	25.00%	4.17%	2.08%
Social Media	83.02%	15.09%	1.89%	0.00%
Billboards	20.83%	39.58%	14.58%	25.00%

Comments:

- Maps & Guides and travel resources, like CVB does
- We have had the best response to Facebook, and Google advertisements.
- We need to remember that we aren't just trying to attract millenials, that we have a wide range of ages and demographics who shop and eat here. Can't be all social/digital marketing. Baby Boomers are big spenders!
- pbs/npr reaches our demographic from mid michigan to the sault ste marie
- "Maybes" depend on source, distribution, location, etc.
- For the image of downtown it should focus on community type outreach, opposed to ads
- A variety would be good

Question 5

To build and maintain a parking structure, additional funding is needed. What is your preferred funding method (please choose only one)?

(41 responses)

Special Parking Assessment	34%
Increased parking fees and fines	6%
A combination of the above	41%
Neither of the above. We don't need more parking.	19%

Comments

- I think we need to use the area over by Penn Plaza where people park on the road and around the circle so called park area. From my observation on a daily basis no one uses that park area Consider putting it to better use by making parking available. I wrote a letter to the City Manager about this idea but have gotten no response.
- bond it out and pay for it like infrastructure
- I feel that the current parking situation needs to be addressed. However, the permitted fees are unreasonable (higher costs than paying the meters and not guarantee of a spot). Additionally the parking costs are a deterrent for locals to come downtown to wonder around / shop. We do need to install more parking, and we do need to pay for it. I would suggest a publically funded structure assessed to the city as a whole which then would provide income and eventually pay for itself.
- Regional taxing authority
- There are about 8 weeks that we need, need extra parking. Building and MAINTAINING a parking structure does not seem like a good idea. Could we have parking for downtown workers at the college parking lot and shuttle every 15 minutes from 8:30-5:30 when the space is most needed for those 8 weeks?
- Parking has been a challenging issue for as long as I can remember. We were told back in the 70's that our parking meter fees would pay to build a parking structure! I don't believe that downtown building owners should shoulder the parking burden. The people of Petoskey through taxation should provide a pleasant downtown experience for our visitors. Ideally free parking like other small nearby towns.
- Continue on current path. Build when we have enough money or take out a loan.
- There are companies that will build the parking structure with limited to no up front cost. The town would pay over time, once the structure is built. This is something the town should look into.
- Parking fees and and fines should be enough to take care of the the parking structure,increased fees and fines shouldn't be on the table
- privately funded for profit parking structure...how about the pit for crapes sake

- I am not in favor of building a structure if we don't change our current rates at the meters on the streets and in the lots, and if our fines stay low. Fines and meters need to increase in order to incentivize everyone to make better parking decisions (not in front of their stores/places of work).
- grant funding
- only if built in the lower lake st quadrant- tifa funding NO special assessment
- We need parking we need development and support parking with a tif
- Parking yes, more fees and fines absolutely not!!
- this is something that the city/downtown should be saving for and pay for. the problem with assessment and extra fines is they will hurt the DT overall and not gain that much in the long run. Grants, state and federal dollars should also be a big push. wealthy investor? private parking structure?
- don't put this on the backs of our Customers. It's the responsibility of the community.

Question 6

Of the following expenditure categories, please rank which areas you believe should receive more, less, or the same level of funding?

	More Funding	Less Funding	Same Funding	No Opinion
Beautification (flowers and seasonal decorations)	17%	3.4%	80%	0.00%
Events	43%	10.3%	45%	1.7%
Sidewalk Snow Removal	33%	5.3%	60%	1.7%
Façade Grants	17%	25%	51%	7%
Downtown Image Marketing	41%	5%	47%	7%

Comments

- I feel the Friday Night Rocks events is a total waste of money!!!
- Real events that draw people in
- Less Downtown Image marketing and MORE Downtown Event Marketing; Façade Grants are a waste of money. 3. Beautification should be the sole domain of the park district or shared with the Garden Club. Seasonal decorations - THAT should be downtown and perhaps more \$ should be put into putting more lights on our sorry Christmas Tree in the park. All of these lights should also be changed over to LED lights, if they haven't been already, to save \$ on energy costs. 4. a downtown Parking Structure should be something the CITY pays for.
- Heated sidewalks, waterfront development for swimming proximal to downtown.

- Year 'round litter control needed. Streets and parks should be as "clean as Disneyland" year 'round.
- Gear the marketing towards locals as well.
- tired of the same yellow flowers!
- Downtown advertising to downstate and Chicago vacationers.
- The events need to be bigger. Petoskey is now the main draw to northern Michigan. The town needs to embrace this fact and run with it. All our events can get bigger and better.
- events aren't very good now more money won't help
- I think its time to look at the city taking care of snow removal
- Clarification: By events, I do not mean more funding to the current events, but rather more funding to fewer, larger events.
- Sidewalks are a joke in the winter... there are places that have better daily snow removal in Georgia. Fine people that don't shovel. clean the areas between stores all the way. events are too focused on the stores rather than the DT as a Whole
- Eliminate façade grants

Question 7

Please rank how the following could impact the future success of Downtown Petoskey

	Negative impact	No impact	Positive impact	Don't know
More promotional events	1.7%	22%	66%	10.3%
A parking structure	7%	7%	76%	10%
More downtown housing	0%	17%	74%	9%
More restaurants	7%	16%	54%	23%
Unified retail hours	4%	24%	60%	12%
More late night entertainment (private businesses)	3%	23%	49%	23%
More national retail chains	61%	11%	17%	11%
Development of 200 E. Lake Street (formerly Petoskey Pointe)	2%	3%	81%	14%

- More downtown housing??? There is what there is. You can't build houses downtown!!!
- Dog park, heated sidewalks.
- more diversified restaurants at a reasonable price point.
- About business hours, It would be nice to know what hours are anyone who wants to participate.
- Number one priority
- Love the green hole!

- more parking only in lower lake st quadrant
- Public Art

Question 8

Please list a specific business type or name you think would benefit Downtown Petoskey

- Specialty shops that have unique items. Shops need to try to find lines that aren't duplicated from store to store. Each store needs to be special. The more unique and special we are the more interesting we become. Internet shopping is more difficult to deal with if our stores are not unique.
- Replace Jespersons as full service, sit down restaurant.
- Food trucks at waterfront, open lot, etc. Beer garden. concert venue. more hotel space.
- Nothing comes directly to mind at the moment; however, businesses that provided "needed" items at competitive prices might help to bring more local residents downtown more often.
- A true greasy spoon diner serving breakfast, open early enough for business owners to eat before opening their shop. Good food, good pricing, and stuffed hash browns. Also a blues bar.
- record/cd store; movie theater; pet store; tv and stereo system store. While we're at it, let's celebrate, support, and value stores and services we are darn lucky to have (as opposed to many cities which do not) like Chronotech. (I am not associated with Chronotech.)
- Pharmacy. Movie theatre.
- Movie Theater
- Theatre
- Theater, hotel
- Family oriented businesses
- Uber or Lyft!!!
- 4/9/2017 6:24 PM View respondent's answers
- climbing wall, cosmetic bar, pharmacy and drug store
- Another hotel
- Hotel
- w's lingerie (classy), running store, Italian/pizza sit down restaurant, more family restaurants that serve alcohol
- Babycentric.
- Skyzone in the vicinity of Petoskey, Dunkin Donuts, a Gatties like store, would love to see a PF Changs and a Panera Bread.
- Considering I'm on the verge of closing my doors, like 2 other businesses that I've heard, I can not answer this.
- Pharmacy.
- Culvers restaurant
- A unique leather store, like the old leather barn. Hallmark
- We are losing out retail base and getting more service and food related businesses we need to have a balanced share of both but currently not enough retail
- A better small grocery store with a pharmacy. Honestly I'd rather see a Walgreen or similar around where the old 7/11 or movie place is located.
- Any business with regional, national, or international following.
- jamba juice type place or noodle bowl a nice sit down breakfast place

- Let the market decide that
- Tasting room, Housewares
- Restaurants, Cinema and any other entertainment venues
- More coffee shops
- Bookstore
- Can't think of any specific type, but a variety (balance) would be good

Question 9

What challenges exist to retaining businesses and attracting new businesses into Downtown Petoskey?

- MONEY !!
- Parking, Unified Hours with some changes to present thinking. i.e. Fridays, and weekdays till 6
- Length of the off season is the hardest.
- This would be a good question for the owners of Horizon Booksellers, as they are closing and selling, so...
- An upcoming monopoly on ownership of buildings within the business district. The rent is rather high, and we only have a couple people controlling a majority of the space. We need to find a way that occupants can purchase their buildings.
- High rent! Also lack of foot traffic aside from the summer months.
- Bad landlord. 2. Well capitalized, smart retailers that understand the hours necessary to be successful in retail.
- Seasonality of the area.
- Not enough parking. High taxes.
- Lots of businesses focus on being a 12 week tourist town, not a 12 month community.
- Getting rid of one specific slum lord
- It is expensive to be downtown. The empty store fronts.
- Not sure
- seasonality, shortage of seasonal workers, shortage of seasonal housing or lodging, only savvy owners with one of a kind businesses are likely to succeed.
- Internet sales, lack of parking
- Lack of downtown housing
- Get rid of the parking meters
- Operational expenses- including rent Parking meters
- other store hours/seasonal closings, sign regulations, people opening stores that don't cater to locals only to tourists
- Parking. Millennial marketing.
- Our biggest obstacle is finding good employees. Parking needs to have a long term plan put in place. The hole needs to also have a plan, not just ideas but an actual plan.
- So many little towns throughout northern Michigan are "reinventing" themselves and putting money bank into their town. Petoskey seems to still have the same old mentality that "we are Petoskey and people will come to us". Which in reality, when I talk to customers or people who are vacationing in the area, time and time again I hear that Petoskey is the "Walmart of northern Michigan". Our business used to make up the winter months when summer & fall roled around. This is not the case any more. Downtown businesses are becoming more and more dependent on locals shopping. And the northern Michigan locals do not shop downtown Petoskey.

- Parking
- Internet and Big Box stores
- Landlords with unrealistic expectations of what to get in rent, and landlords who are difficult to work with. Our vacancies look awful and bring down the atmosphere of our town, and they can mostly be credited to one or two individuals.
- Rent or purchase prices of property are too high. Lack of parking, especially with aging shoppers. Small towns surrounding Petoskey are picking up their game a bit making them more attractive, less congested alternatives for day trip shopping.
- rent is too high and summer season is growing shorter, locals won't shop downtown because of parking, why give out tickets when over half of the meters are empty, no new ideas downtown in 20 years
- Retail space cost!!
- Seasonality-smaller customer base
- Get rid of Redding
- We have to be unique and easy to come and go. Owners must invest in and maintain their buildings.
- Parking
- Parking!
- Seasonality to population and revenue. Local prohibitive zoning/use restrictions on development.
- Slow winter, it is hard to survive them.
- possibly high rent and landlord cooperation
- Parking is big, but only really in the months of July and August
- A positive vibe, excitement, more energy. What makes everyone come out for Open House, Gallery Walk? More of this!
- State of retail throughout the country
- The rents the landlords are charging
- Lower the rents

Question 10

What ideas do you have to continue the success of Downtown Petoskey?

- Would like to see improved lighting in the existing parking lots, specifically Darling lot. During winter months, as the lot is in the dark for most of the day it creates an unsafe environment for visitors and downtown employees alike (icy conditions=slip and fall; very dark at night=females uncomfortable walking through lot alone)
- Petoskey is an amazing downtown that could be better. We need to address how we enforce parking and create reasonable spaces for people living and working downtown to park unmetered.
- More events better standard of customer service
- I'm going to continue to be unique in my inventory and offer the finest customer service.
- aggressive marketing of our empty spaces.
- Bring in more hip stuff. People gravitate to hip energy. Beer gardens and food trucks like Ann Arbor and Traverse.
- More business owners should invest in online sales. It doesn't take a lot of capital to get it started, and is an excellent way to retain your summer customers for the winter months. More direct email and social media activity is required and doesn't require much

re-structurization to achieve, although it may involved paying employees a better wage if more is going to be expected of them.

- I would like to see events similar to Friday Night Live, which is prevalent in many other tourist towns in Michigan. We need to shut down the streets and have nights where there is street vending including downtown restaurants catering outside, food trucks, rides, activities, etc. Also we need to find a way to unite as business owners so that there is something to do after 5pm. That is a major complaint that I hear from visitors "There is nothing to do downtown in the evening.'. We can also up-sell the dog-friendliness of our town, truly. Mostly everyone downtown loves dogs. I feel that a bark-park would bring good traffic. Placing it somewhere central such as in a portion of the park. Visiting families and locals would come down to run their fur friends around and then shop. - Joe Clark
- Keep it exceptionally clean and beautiful year 'round, with a strong emphasis on clean. Encourage more busking. Bring back the bagpiper. (I am not associated with the Celtic shop.)
- Do some minor development at the waterfront. There should be a restaurant and a store for boaters. Could the land under the bypass be developed (I know, sounds looney, but Madison, WI took a road the bisected Madison from the water, and made it into a conference center/parking garage. Probably impossible, but having two or three businesses to the left and right of the tunnel, carved underneath the highway. Make MDOT pay for it!!!
- Parking structure would help locals shop downtown.
- I know all of the reasons for parking meters but, I have had some pretty angry people who have gotten tickets. They were walking around town or their meal took longer than they thought. They come back with a \$5. fine and now they don't want to come downtown anymore. I think that we need to rethink this, how does Boyne do it without meters? Mackinaw?
- Focus more towards locals for more year round stability.
- Priority Petoskey pointe Theatre Getting rid of One specific landlord
- Fewer but bigger events.
- Really need more unified hours for shopping. I get that the owners want to go home, but at least have 1 night per week, maybe Thursday, where they stay open until 9:00. Friday is not good shopping nights, that is more for dining. I tried to buy local at Christmas, but the hours were terrible for shopping (when you work all day). Christmas should have additional shopping hours also
- Polish the jewel, preserve viewscapes, honor local history and tradition to heighten the sense of place.
- Several parking structures. Downtown residential.
- Your parking late fees are insane.
- keep finding ways to bring locals and tourists to town so they can see what a great area we are.
- Downtown Petoskey needs to bring in sponsored events from anyone that wants to sponsor, not just from companies who have a business downtown. I drive 1200 miles a week throughout Mid-Michigan and I have never seen a billboard or heard a radio commercial for Petoskey.
- We need more parking
- Please don't ticket parked shopping guest during the winter months of Jan February march and April .

- Keep events centrally located in the park, and then fan out from there. (Like Winter event, etc). Thank you for all that you do for downtown. It's a happening place. Business owners and DMB members need to lead by example - following parking rules, being open consistent hours that are for the benefit of the customers and not themselves, etc.
- we need a new and more energetic downtown office staff and maybe a new director but with a complete turnover of the balance of high tenure dmb members. Andi has potential but needs to move forward, ie new ideas for improvement to events
- Develop- make attractive 200 E. Lake Parking structure Less small events-more funding for major ones
- Your currently going down hill Need to get a lot more aggressive in recruiting and getting city government supportive of development in the downtown cbd
- Being more open to new ideas/businesses. Send fewer potential powerhouse businesses away by being less restrictive in terms of zoning and use.
- Public art
- Bring in more winter tourists. Find ways to get them downtown.
- make the elks lot new parking area more user friendly.....many, many 'perplexed' folks trying to relax on their vacation...not wanting to jump through hoops
- less political bull. let the failing businesses die and attract new ones. work with land lords to get great new stores here that can last. have affordable housing for staff near DT that is not a dump.
- Street music
- build downtown foot traffic with more convenient parking, great dining options and entertainment venues

Downtown Business Survey II Summer 2017

Total number of survey participants: 67

Question 1 Input session participants expressed interest in having more street closing events Downtown, like Holiday and Summer Open Houses, that serve to reinforce downtown as the community gathering place. These types of street-closing events should be held every Friday from June-August from 5:00-9:00.

Answer Choices	Responses
Strongly agree	29.69% 19
Agree	28.13% 18
Disagree	34.38% 22
Strongly disagree	9.38% 6

Total Respondents: 64

-
- If it happens every Friday I would think there needs to be some type of event every Friday since stores are not always open.
 - Just close whenever necessary
 - One of the biggest issues our customers have is parking. Friday nights in the summer are our most profitable evenings. Street closings will only impact us negatively.
 - I can see this working only if there is a good reason for it. even sidewalk sales seemed lacking this last year and if there is nothing in the road there should be traffic moving and seeing what's going on
 - I think every Friday night in the summer is too much and they themed, or activities, expansion of Petoskey Rocks??? Maybe just for the Petoskey Rocks nights....
 - It's hard for my store to stay open that late which I think you would want to encourage shops to be open
 - Every Friday is way too often.
 - that is too many street closures
 - stop beating a dead horse on this Friday night thing
 - Only if there is enough money in the budget to do them correctly.
 - I have witnessed this event strengthen other downtown communities such as Traverse City, Ludington, and Boyne City. This would do well to help promote our downtown as an evening destination vs the town which closes at 4 or 5 pm.

- parking issues
- If closing streets, only Lake & Howard streets should be closed
- Agree with the idea, but not the frequency or number of weeks.
- Maybe not every Friday but much more often...critical that allm of downtown is closed...meaning Mitchell st MUST be included
- yes, yes,yes and then storess wil be open, but steet events not just in the park
- To have them every Friday will take away from the "excitement" of it
- Depends on what is offered
- Where will people park? These events only work if the downtown businesses are open. We are open on Friday nights in the summer, and are very busy. Everyone else should be open, too.
- tOO MUCH OF A GOOD thing ruins the impact of events
- Not every Friday. One a month June-August
- Less Frequency than every Friday
- good for middle of town only.
- No opinion

QUESTION 2 Streets should be closed for events one Friday a month all-year around.

Strongly agree	6.25%
	4
—	35.94%
Agree	23
—	48.44%
Disagree	31
—	9.38%
Strongly disagree	6

-
- Again, just close whenever necessary. Halloween. Open Houses. sidewalk sales. More
 - While we can appreciate the reason behind this initiative, could events not be held in the park?
 - Seasonal - Peak Times in Summer Months and Holiday Open House
 - I think street closings should be around a big event - so it's fun to be there. The event should come first and if it warrants closing the street then do it. Big events need money.
 - Too cold.
 - This is way too often.
 - Still might be a bit much but closer to the ideal
 - just stop
 - While I agree, I feel this may be more of a hinderance in the winter and spring with minimal attendance. Now if there was a way to market it in a manner to get people into people in from the ski-hills, but would the activities be any different?
 - parking issue
 - If closing streets, only Lake & Howard streets should be closed

- we support events in town if they are all around town
- Again. What are we doing during the time
- See my comments to #1
- No opinion
- Would be great during the summer months/tourist season

QUESTION 3 The Downtown Management Board should focus its funding on events that are designed to get people into businesses, while community events could be sponsored by businesses outside of downtown.

Strongly agree	14.06%
	9
–	56.25%
Agree	36
–	23.44%
Disagree	15
–	6.25%
Strongly disagree	4

-
- The DMB should focus on bringing people to downtown. It is up to the individual businesses to get people into their store once they are downtown.
 - Just allow out of downtown sponsorship. Regardless of event. But yes, dmb should focus on ROI
 - The businesses need to speak for themselves. if they can't get people into their store to buy things on a normal day they shouldn't probably be a business. The DMB should be a force appointed by business community members to drive the Downtown community not make sales
 - This question is very confusing. What is a community event and how is it different than the first half of the question..... I think all events should be designed to make Petoskey a fun and inviting place that people want to come back to. It's not all about shopping, it's about the feel of being in a welcoming place.
 - Do they really need to be different. We all need to combine our efforts and make each and every event the best possible.
 - Need a concrete example to better understand this one.
 - It is the store's responsibility to be attractive enough for people to go inside. The board should focus on the overall experience people have in downtown regardless of where the sponsorship come from.
 - sponsorship should be open to any business, downtown or outside. DMB, should put some sponsorship toward events held downtown, but seek outside support for majority of costs.
 - If we are getting people into Downtown, then we are getting people into businesses, and we all win. If we have events which are sponsored by corporate stores I fear they will devise a way to keep those people at the event for their profit.
 - Events should get people downtown it is up to businesses to get them in the door

- the dmb should be to get people into businesses, "downtown"
- No, it should be all about the downtown businesses that pay taxes and membership fees to the chamber. People that do not pay these fees should not get the benefit of our tourism. We want to bring people to our community to show off our community, not others.
- Both should do both
- what is in it for businesses outside of downtown? There should be 1 event schedule, managed by the Committees of DMB
- Need sponsorship "guidelines"
- Should be business advocates for its constituents
- No opinion

QUESTION 4 Currently all special events are funded through the Downtown special assessment and Downtown sponsorships. Funding for larger community events such as open houses and Petoskey Rocks should be supplemented by the Parking Fund.

Strongly agree	15.00%
	9
—	56.67%
Agree	34
—	20.00%
Disagree	12
—	8.33%
Strongly disagree	5

-
- Is there enough funds to really do that without raising the costs of parking a lot?
 - Don't know
 - maybe in the long run. but first we need parking
 - use the parking fund for more bricks and mortar items and transportation systems that assist in parking and downtown investment.
 - Seek outside sponsorship
 - I fail to see much else justification for the "parking tax".
 - use parking \$ to get us a structure!
 - It's better than giving it to landlords and building owners
 - The parking fund should all be to benefit downtown business. They are the ones suffering from lack of parking and ticketing the heck out of visitors parking and patronizing downtown businesses.
 - yeas put that money into use now
 - Not well versed enough on what else parking fund goes towards to answer correctly
 - Only if we are not focusing on acquiring other parking.
 - perhaps added funding goes only to those events which have a business focus to them
 - I don't know the budget to comment
 - No opinion

QUESTION 5 There seemed to be a lot of interest in mobile vending such as food trucks. Mobile food vending should be allowed on private property.

Strongly Agree	40.00%
	26
–	43.08%
Agree	28
–	10.77%
Disagree	7
–	6.15%
Strongly Disagree	4
TOTAL	65

-
- Why does it have to be private property if the vendors are renting public sights that should be ok too.
 - and or public property
 - This is a proven improvement to communities. Public or private property.
 - it is private
 - And city property as well.
 - Not fair to restaurants
 - Yes, they should be allowed on private property.
 - Would like to hear arguments both ways.
 - The devil is in the details. Private property properly managed and zoned. I don't think there is a lot of places in downtown for this but the marina and other outlying areas this could be a nice attraction. The College, maybe large construction sites, temporary permits. That sort of thing
 - Foodie culture, and food truck culture is an up and coming thing. Hell, it should be allowed on public property during events. Unless every food vender in downtown wants to take their service to the streets, which would also be a good thing. Many restaurants in Traverse City have invested in their own flavor of food truck.
 - Should be limited by lot size (i.e. 1 per x,xxx square feet)
 - A private property owner absolutely should have the right to do this on their property
 - agree if around the cbd and it brings folks into said cbd
 - Only if it is limited. It would be unfair if during peak season the town was over run with the mobile vending, therefore taking away from the Summer push for the rest of the businesses
 - Should be in public parks and roads
 - I believe it is allowed on private property, with the right permit.
 - Not on private property

QUESTION 6 Mobile food vendors should be allowed to participate in Downtown events.

Strongly agree	39.39% 26
— Agree	34.85% 23
— Disagree	15.15% 10
— Strongly disagree	10.61% 7
TOTAL	66

- if you allow non profits both should pay a fee to participate
 - fees,fees and more fees. nothing outrageous but they should reflect the privilege they receive by taking part of our DT that we all pay quite a lot to be a part of
 - food trucks just bring a cool vibe and makes the whole event more festive.
 - The more vendors the bigger the event. This would have a positive effect.
 - Not if it takes away business from downtown coffee and food establishments.
 - SOME downtown event. The board should take input from all parties and then make a decision.
 - depends on the event. Fitting for the food truck rally held at Old Town Emmett. Concerns about competition with downtown food establishments. Is there a practice in place for outside retail booths at downtown events?
 - Only if paying a premium rate for space
 - "Build it, and they will come" I feel applies. The more we have to offer the more we will gain.
 - Property owners invest way to much into our community and shouldn't have to compete with people who only swoop in and take sales with them out of downtown. Our downtown has maintained a buetiful uniqueness that can't be found anywhere else. Food trucks and vending booths are for the carnivals not a downtown that every other town is jealous of. We are the model. We don't need to chase business to get more people here.
 - Only if they pay the same fees year round as the other businesses
 - Food trucks are not going away. The longer Petoskey delays the longer we will be seen as dragging our feet.
 - Limited events
-

QUESTION 7 Some Downtown public parking spaces should be designated for use by mobile vendors all summer long.

Strongly agree	12.50% 8
–	
Agree	20.31% 13
–	
Disagree	31.25% 20
–	
Strongly disagree	35.94% 23

-
- That's a tough one since there isn't a lot of public parking to begin with but not sure where else they should go and I do feel they should be here.
 - Parking is difficult enough. They should be in areas that do not impact there business of already established businesses.
 - event/certain days of the week
 - It really depends. If this is the case - they need to pay some sort of "tax" or special assessment. Having them around all the time takes away from an event - where they are special....
 - Agree, if the pay for the space.
 - No way this is a good idea.
 - That is too broad. again more input is needed.
 - Maybe when the mythical parking deck is completed
 - In my opinion, the cost of prepared food in this town is horrendous. In other communities a similar plate costs 3/4 to 1/2 the price compared to Petoskey.
 - Restaurants should be able to rent a parking space for outdoor dining. Done in places like Birmingham.

- I think restaurants should be allowed to rent parking spaces in front of their establishment in order to increase their outdoor seating areas, same as Grand Rapids, Detroit, and Birmingham
- We have a parking shortage already this would only magnify that problem and create all kinds of new ones. Lease holders and property owners invest in our amazing downtown every day of every year. The only people that would like this is the city permit fees
- not designated all summer and would need to see plans
- Parking is already a problem in Petoskey and unless the rest of the businesses in downtown that pay city fees are offered the same opportunity then no
- No, only during peak periods
- This would be a misuse of public parking

QUESTION 8 There were several comments made during the focus groups that rents downtown are too high. According to Bob Gibbs, retail rents should be 8-10% of sales. Given that statistic, is your rent

Too high	26.67%
	16
—	5.00%
Too low	3
—	26.67%
Just right	16
—	41.67%
I own my own building	25
TOTAL	60

-
- Who is Bob Gibbs?
 - Rent is a problem.
 - Again, it's the parking that's hurting the property. Not enough parking to justify the price of rent. We lose way too much business because people can't find a place to park.
 - is that gross sales or net sales?
 - WAY too high

QUESTION 9 The Downtown Management Board spends approximately \$8,000 from the downtown property assessment on holiday decorations that are installed before Thanksgiving and removed mid-January. These decorations should be left up longer even if there is an extra cost.

Strongly agree	8.96% 6
– Agree	37.31% 25
– Disagree	46.27% 31
– Strongly disagree	7.46% 5
TOTAL	67

NO COMMENTS

QUESTION 10 The Parking Fund pays for sidewalk snow removal. Costs depend on the amount of snowfall, but range from \$10,000 to \$30,000 annually. More money should be spent on sidewalk snow removal.

Strongly agree	20.31% 13
– Agree	34.38% 22
– Disagree	40.63% 26
– Strongly disagree	4.69% 3
TOTAL	64

-
- Must be walkable to be enjoyable
 - Snow removal should be a priority.

- there should never be a section of side walk left covered with snow/slush for weeks on end. there should never be parking spots with no way to get to the sidewalk. this is Michigan, it snows. we remove it.
- We should budget so if needed, we have enough time given to have clean sidewalks.
- I think it's well managed
- Back to # 9, why would it cost more to leave stuff up?
- i see stores shoveling snow after every storm. The town should be doing more to help.
- Icy sidewalks need to be salted, but the present method of hand application of salt is inefficient and potentially polluting Lakd Michigan. Piles of salt on the sidewalk confirm this problem.
- The board or the city should be able to pass some of the costs to individual property owners.
- Clearing the sidewalks should be the responsibility of the city. This will promote safety and will instill a level and quality of service. When a store is closed their sidewalk is not cleared or safe. When a business leaves downtown, their sidewalk is never cleared. We had this happen to us where there were three vacant businesses on our block, and two open businesses. Our staff had to clear the snow from the vacant spaces all winter in the hopes of getting traffic.
- There are several vacant buildings downtown where the snow builds up and makes it very difficult to walk the city should remove the snow and access the building owners with a snow removal fee
- Tenants & Landlords should maintain the sidewalks or be fined
- Businesses should shovel their own walks
- The city needs to clear alley ways and public parking lots better
- I could go either way. The snow blower doesn't get it done and still requires additional shoveling but it is northern Michigan and it adds to the fun. Those food trucks aren't going to be here to help us shovel they will be off with the rest of the carnies cherry picking off another amazing town in the winter
- Or storefront owners should be in charge of their own sidewalk areas - would save a lot of money.
- Business owners need to take care of their own sidewalks.
- Contract w/ the city, as they just purchased new equipt for this
- Wish store owners/tenants would take some of the responsibility.
- Everyone should take care of their own sidewalk

Downtown Petoskey Focus Group Interviews

20-21 June 2017



Executive Summary

This study finds that downtown Petoskey is a functioning historic commercial district that appeals to much of the surrounding community as well as the tourist market. The downtown includes a large collection of specialty retailers and restaurants, many of whom are unique and high quality. The downtown also includes several notable civic anchors including the city hall, library, Emmett County offices and court house, the Crooked Tree Arts Center and several parks. That being said, a majority of the region's commerce and entertainment occurs south of the downtown in conventional strip centers anchored by the Odawa Casino, Walmart, Lowes, Home Depot and Marshalls.

The vast majority of the community is proud of the downtown and visits it on a regular basis. Special events and fairs are especially appreciated and enjoyed by many residents and business owners. However, the 200 Lake Street block is an embarrassment for most of the community and they would like to see it developed as a hotel, work-force or senior residential building, cinema, park or conference center. Many are frustrated that the site has been vacant for over ten years and feel the 'city' should take a more active role in its development.

Parking is a concern for many, especially during the summer. Numerous local residents avoid shopping downtown during the summer due to the perception of inconvenient parking. Although the summer season is only ten weeks long, it represents over 40 percent of the retail sales for many of the downtown merchants and the seasonal parking should be recognized as a legitimate issue. Surprisingly, none of the commercial property owners felt the city should modify existing zoning to allow for higher density.

Downtown Petoskey lacks the supply of market rate, workforce and senior housing commonly found in cities of its size. This housing shortage indirectly results in the lack of seasonal workers and directly impacts the region's seniors, many whom would like to live downtown. Additional market rate housing would make the downtown a more 24-hour city and strengthen the retail sales during the off seasons.

General Observations

Downtown Petoskey is an attractive historic commercial district that is providing desired goods and services for much of the community. Its retail trade area extends over 30 miles to Mackinaw and as far south as Gaylord. Petoskey is a popular resort town and was recently named as one of the top ten shopping districts in the United States by *USA Today*. Like many downtowns, Petoskey faces a significant parking shortage during the peak summer season. The downtown's businesses primarily service well-heeled tourists and many locals shop in the large shopping centers for many of the essential goods and services.

Background

Gibbs Planning Group (GPG) was retained by the Petoskey Downtown Development Authority to conduct approximately ten focus groups with a representative cross-section of area residents, businesses, developers and stakeholders. The focus groups were designed to seek general attitudes about the downtown commercial district and how it could be improved for residents, businesses and visitors. The interviews were conducted June 20 to 21 at the Perry Hotel. Members of the DDA and city planning department attended most sessions. Comments discussed by

the focus group participants have been included in this study as stated and have not been independently verified by GPG.

Key Focus Group Comments

Special Events: Most participants support and enjoy the special events, even the majority of the downtown retailers. Many liked the events that closed streets and did not emphasize commercial activities. Some business owners expressed concern about street closures and reported it hurt their sales. Most favor additional special events in the downtown, especially those geared for young families. The Summer and Winter Open Houses were listed as the most popular events by most participants.

Parking: Parking was the primary topic of most focus group interviews. The overwhelming majority of residential participants stated that parking is inconvenient during the summer and they often avoid coming downtown due to the "lack of parking". Many business owners reported that the lack of easy parking is the major complaint by their customers, resulting in significant loss of sales. Some participants felt the parking shortage is a perceived issue only and that it could be addressed with simple measures and by re-educating downtown visitors to change their parking preferences. Businesses reported the need for long-term employee parking is needed in the downtown.

The participants were evenly divided about supporting the city to build a parking structure. Some were concerned that it would be unattractive and not complement the historic downtown. One stakeholder stated they were considering leaving the downtown due to lack of parking for their employees. Most were supportive of the existing parking meters. Some were opposed to the new parking kiosks recently installed in some city lots. A rough calculation with the city planner indicated the city has about half of the 4 spaces/1000 square feet of commercial parking spaces commonly found in vibrant downtowns.

200 E. Lake Street: Almost everyone was concerned and embarrassed about the unfinished 200 E. Lake Street project. Most felt the city should become more involved with its redevelopment. Suggestions for the site included: a cinema, conference center, hotel, park, parking deck, market rate housing, senior housing and a retail anchor. Some stated the site should not be developed as a public parking deck due to its edge and downhill location. Surprisingly, almost no one supported attracting a new national department store to the site.

Downtown Retail Mix: Generally, most were pleased with the downtown's retail selection. Some felt it was too expensive for many local residents and too orientated towards tourists. The majority prefer the downtown retailers and avoid national chains like Talbots, Orvis or Gap. Some felt the downtown should attract leading national retailers and would like a mix similar to downtown Traverse City. Most felt the downtown had the right number of restaurants and would be concerned about it becoming a restaurant entertainment district. Almost everyone would like to see cinemas return downtown.

Library: Most participants strongly like Petoskey's downtown library and frequently visit it. Some stated it was one of the primary reasons they moved to Petoskey. Some felt the library needed a designated parking lot.

Other Downtowns: Many frequently travel to Harbor Springs and Boyne City for dining. Most also drive to Traverse City for major chain store shopping that is not available in Petoskey. Boyne City was described as a *'vacation experience with much easier parking than Petoskey'*. Few travel to Gaylord, Grand Rapids, Charlevoix or Detroit for shopping and dining. Families reported their children prefer Traverse City's selection of popular national chain retailers over Petoskey.

Shopping Hours: Most were frustrated that few downtown retailers maintain evening or weekend hours. This contributes to many shopping south of town near Walmart. It has been GPG's experience that small independent retailers cannot maintain extended store hours.

Parks & Holiday Decorations: Everyone was proud and appreciative of Petoskey's many parks. The Penn Park and Bear River were listed as favorites by most. Many retailers felt the city should allow the Christmas evergreen and lighting decorations to remain through February, instead of being removed in early January.

Building Standards: Most participants were pleased with the downtown's historic character and supported implementing high standards for new commercial building construction. No one, including the commercial property owners felt existing zoning codes were too restrictive or that higher densities were necessary except for the 200 E. Lake Street site. Many residents expressed concern about the lack of building standards and inspections on rental properties in the neighborhoods. Apparently, many poorly maintained rental properties are hurting the property values and incentive to maintain private homes in the neighborhoods. It was reported the city does not have a full-time building inspector for rental housing.

Snow Plowing: Most participants felt the downtown needs better snow plowing, especially along the sidewalks. Although the city does plow the walks once daily, many thought the snow banks along the curbs should be cleaned on a more regular basis. Some retailers believed the snow and ice significantly hurts their sales. Several participants asked if the city could install heated sidewalks, similar to those in Holland, Michigan.

Employees: All businesses reported they have a critical shortage of seasonal labor causing significant challenges to their operations. The shortage of work force house is a contributing factor to this issue. Some felt the downtown should seek a hospitality or culinary program at the community college.

GPG General Recommendations:

Based on our experience with similar cities, GPG recommends Petoskey consider the following:

- Develop a parking deck, lined with retail and/or residential in the central downtown area.
- Seek work force housing in or near the downtown
- Develop senior housing in the downtown.
- Implement a downtown historic district with high building, signage and storefront design standards for the downtown. Organize a historic design review board of qualified architects and urban planners.
- Expand zoning to permit higher density residential development in the downtown.
- Develop a master plan and redevelopment strategy for 200 E. Lake Street. City/DMB should consider purchasing the site and seek a master developer or developers to implement a plan.
- Expand inspections and building maintenance/design standards for residential and commercial properties.
- Create a historic district and special design review board to increase the commercial and residential design standards downtown buildings.
- Expand the retail mix to include businesses targeted for the average Petoskey family.
- Expand snow sidewalk snow plowing to include the entire walkway and remove snow banks along the curbs. Consider installing heated sidewalks along the primary shopping streets.
- Expand holiday decorations through February.

APPENDIX B

2012-2017 DOWNTOWN STRATEGIC PLAN STRATEGIES AND ACTIONS IMPLEMENTATION STATUS

APPENDIX B
2013-2017 Downtown Strategic Plan
Action Items Status

Priority Strategy Action	Status	Comments
Development of 200 E Lake	<ul style="list-style-type: none"> • DMB developed a position statement on brownfield TIF that the Planning Commission and City Council did not want to consider • Site included in City Economic Development Strategy and as RRC priority site 	<ul style="list-style-type: none"> • The owner has been asked to combine condo parcels into single parcel but has not followed through • Interest level seems to be increasing but potential purchasers raise amount of time for due diligence as an issue
Greenway Corridor	<ul style="list-style-type: none"> • Phase I complete north of Downtown complete and sidewalk connection to Elks Lot complete; Phase II from Howard Street to Emmet Street construction 2018 	<ul style="list-style-type: none"> • Downtown Greenway Corridor parking lots eliminated • Feasibility study for rail trolley completed; decision made to sell trolley
Generate New Revenue	<ul style="list-style-type: none"> • The DDA district was expanded but there is very minimal new capture (first floor 418 Waukazoo) as the expansion included the City-owned Downtown Greenway Corridor • Downtown Assessment increased in 2013. • Program revenue (sponsorships and event income) has increased 300%. 	<ul style="list-style-type: none"> • Paid off debt service for parking lots (\$80,000 annually)
Parking	<ul style="list-style-type: none"> • Parking structure concept for Darling Lot and joint City-County lots developed • Environmental testing done to determine brownfield eligibility of Darling Lot; property eligible • Pay stations put in reconstructed Elks Lot • New late-fee and chronic abuser structure created • Tiered permit system created 	<ul style="list-style-type: none"> • Downtown Greenway Corridor parking lots eliminated • Several on-street spaces eliminated due to proximity to crosswalks • Several of the critical Parking Management Plan initiatives were not implemented (increased fees for on-street meters (demand pricing)), use of Winter Sports Park for employee shuttle parking, dedicated for-lease parking spaces, meters throughout the parking exempt district, increased fines)

	<ul style="list-style-type: none"> • Parking Management study and plan created to maximize use of existing spaces without building a structure. • Acquired trolley to provide more reliant rides to outlying areas (Bayfront Park and Bay View). 	
Business Retention/ Recruitment	<ul style="list-style-type: none"> • Hospitality Training developed in coordination with the PRCC • New Downtown Employee Packet created • Movie theater feasibility study completed with goal of increasing evening customers 	<ul style="list-style-type: none"> • Theater operation shown to be feasible, but no developer/ operator interest
Downtown Housing	<ul style="list-style-type: none"> • New units being created, but a financing gap remains for many projects 	<ul style="list-style-type: none"> • Parking for residents has not been resolved • Pro-forma for non-developer property owners has not been developed • FAQ on rehab code has not been developed
Public Art Plan	<ul style="list-style-type: none"> • Plan created; Council did not adopt 	<ul style="list-style-type: none"> • City-wide Public Donation Policy adopted by City Council in place of Public Art Plan for downtown
Events	<ul style="list-style-type: none"> • Events continually evaluated • Funding increased for Petoskey Rocks, Winter Carnival and Summer Open House to make them signature events 	
Organization and Staffing	<ul style="list-style-type: none"> • Addition of Promotions Coordinator position • Parking office structure recently adjusted to allow for all staff to be cross-trained in operations 	
Restroom Facility	<ul style="list-style-type: none"> • Grant request submittal March, 2017 for possible late 2018 construction • Stafford's Perry Hotel and CTAC have been listed on maps and 	

	directional signage as locations with restrooms open to the public	
Local Historic District	<ul style="list-style-type: none"> • No Progress 	
Marketing	<ul style="list-style-type: none"> • New downtown brand created “Light of the North” • Committee moving toward more digital marketing emphasis 	
Gateway Plan Implementation	<ul style="list-style-type: none"> • W. Mitchell Street Bridge replaced by MDOT 	<ul style="list-style-type: none"> • Evergreen trees continue to block view into downtown
Streetscape Improvements	<ul style="list-style-type: none"> • A bike corral has been added • Howard/Lake intersection reconstructed • Beautification Committee created, planters updated, and sponsorship created for maintenance of planters 	

APPENDIX C

DOWNTOWN PARKING MANAGEMENT PLAN 2015

Parking Management Review

March 2015

As a result of a parking workshop held by the DMB in the spring of 2014, the Parking Committee and staff have committed themselves to a review of the parking management plan. The goals of the review are:

- I. To identify strategies or policies that would manage parking in ways that will increase turnover of spaces for customer use.
- II. To identify strategies or policies that can be quickly implemented that will relieve customer parking shortages in busy times of the year.
- III. To identify strategies or policies that will alleviate user anxiety.
- IV. To identify solutions for providing residential/tiered/or special parking permits.
- V. To identify long term solutions for increasing the parking supply.

Some of the ideas listed in this report have been discussed by the Parking Committee and the DMB in the past. Objections such as staff time to implement and depleting cash that could be saved for the development of new parking may be valid. Staff and the parking committee believe that making some specific changes in parking management will be the most expedient and effective ways we currently have available to us to maximize the benefits we receive from our parking supply. Our parking management system has become a functional, revenue generating business. Staff and committee members believe that our best results will come from a management style that is business like and incorporates the same small town, friendly enforcement we have always striven to achieve

The only totally accurate way to calculate the value of a parking space in revenue generated to businesses is to know the total dollar amount of sales generated in the district annually. We do not have that information, nor is it available to us, but consider this:

We have 407 on street parking spaces.

Let's just say that each one is used by customers an average of 3 times per day throughout the year. That is 1,221 customers per day.

Then let's just say that the average customer spends \$30 per trip. That is \$36,630 spent per day. (Remember, we are "just saying" here.)

Now multiply that amount spent per day by 330 shopping days in a year and you get \$12,087,900 spent in downtown every year by users of the on-street metered spaces.

Divide that total by the number of on-street spaces that we have and you get \$29,700 of sales per space generated annually.

Or, divide \$12,087,900 by 129 (the rough number of retail stores and restaurants in downtown) and you get \$93,704 worth of annual sales per business from just our on street spaces alone.

No matter what numbers you plug in here (and this does not even take approximately 500 parking lot spaces into consideration) – our parking spaces are valuable and they need to be managed.

The timing of this report is unique. Current staff members Cole and Goodman each have ten years of on the job experience managing parking in downtown. Parking committee members Rochon, Reid, and Shorter have a combined total of 41 years of experience overseeing that management. It is unlikely that the DMB will be in a situation where they have 62 years of combined experience for many years to come.

The guiding principles of our current parking management plan follow:

- Existing and future parking within the core commercial area should be sufficient, convenient, fairly priced, and paid for by users.
- The commercial core area should be reserved for short-term customer and visitor parking to the extent possible. Longer term parkers and employees should use parking on the periphery of the commercial core.
- On-street public parking is a finite, precious commodity that should be preserved and expanded when feasible to facilitate street level activities in the core commercial areas.
- The development of structured parking should be considered only after the use of the existing parking supply is optimized and the need is still present.
- Technology must be leveraged to provide and enhance customer service, information, and payment options.

The mission of the parking management system is to provide convenient, affordable parking for customers in the core of the central business district and for employees, owners, and residents in the periphery of the CBD.

After research and information gathering, staff and the Downtown Parking Committee recommend that the following actions be considered comprehensively. None of these suggestions are made for the purpose of increasing revenue. They are all ideas that will help us get the most use out of the limited number of spaces we have for the benefit of our customers. It is not about the money.

ATTACHMENT I outlines the responsibilities of the City Manager and City Council as far as implementing change. All items not listed in this attachment would be under the authority of the DMB.

Strategies or Policies that Will Manage Parking in Ways That Will Increase Turnover for Customer Use

- A. Encourage Permit and 10 Hour Meter Parking by Spending More Enforcement Hours Marking Tires. Turnover of spaces does not occur when employees park in customer spaces. Sometimes it is necessary for an employee/owner to do this, but it should never be done for longer than necessary and never over the 3 hour limit allowed at street meters. The 3 hour limit is difficult to enforce with the limited enforcement hours the Parking Services Office has available. Currently, most meter feeding tickets are issued because of complaints or because a familiar car is noticed parking over 3 hours on a habitual basis. The chief ambassador has spent an unusual amount of time in the last 18 months with the implementation of the new software. As this necessity diminishes, he should be able to incorporate tire marking into his regular workday. This enforcement action needs to happen, regardless of whether it is unpopular with merchants and workers in Downtown.

- B. Remove the meters from the Park Garden Lot and make it permit parking only/free after 5:00. Even though staff knows that there have never been more permits issued than 1 for every 2 spaces in the permit inventory, there are still many days when workers with valid permits complain that they are unable to find a space if they leave for lunch or come in late in the morning. This is because shoppers are parking in permit spaces. Creating more permit parking will free up more prime customer parking space as workers should park in these spaces instead of trying to get by with an on-street space.
- C. Create a Booting Policy. Too often we see cars parked in spaces with tickets on the windshield, a pile of tickets in the front seat or on the dash, and with no money in the meter. Drivers of these vehicles are almost always employees who do not seem to care if they receive tickets, they do not seem to care if their accounts go to collection, and they apparently do not seem to care about shoppers finding convenient parking spaces. This situation is described in detail in ATTACHMENT II. These drivers are an impediment to freeing up spaces that can be used for customer parking. It is an inequity in our system that most obey the rules and this small group gets away with not obeying. Some of these people have thousands of dollars of unpaid tickets at our collection agency that they simply ignore. More should be done to bring them into compliance. It should not be necessary to boot more than once or twice and occasionally thereafter to make the point to these chronic abusers that their behavior will not be accepted. With the appropriate booting standards in place, booting will never happen to a guest in Downtown and never happen to anyone who even only tries to be conscientious about their parking habits.
- D. Finalize Approval of Increasing Chronic Abuser Fines. In 2013 the DMB approved recommending an accelerated fee schedule for those who are chronic abusers of the system (See Attachment III) to City Council. This recommendation was not made to council at that time as there was a belief that City Council would not approve the hike. Getting chronic abusers to comply with the ordinance will free up customer parking spaces. It is important to convince council that this action needs to be taken for the purpose of freeing up our valuable spaces for customer use.

Strategies that can be quickly implemented that will relieve customer parking shortages in busy times of the year.

- A. Increase meter and fine rates. We know that we currently have many employees and business owners parking in on-street spaces that are intended to be convenient for customers. These people justify doing this for varied reasons, but they also do it because it is affordable. A person can park for 8 hours on the street for \$4. **IF** they receive a ticket it will only cost them \$5. If they happen not to receive a ticket they have parked for free. If they keep money in the meter the only way that they can be ticketed is if it is discovered that they have stayed longer than 3 hours at a meter. Another tactic used by some is to move their car every 3 hours, a perfectly legal way to avoid being ticketed for meter feeding. Higher meter fees will entice these people to move to less expensive, long term parking areas. Higher ticket fees

will entice them to put money in the meter to avoid being ticketed and it will also entice them to move to long term parking so that they avoid receiving tickets at the chronic abuser rate.

Our fees and fines are some of the lowest in the state. Our customers who live in Birmingham and Rochester are accustomed to paying \$1 to \$1.50 per hour to park on the street. Traverse City has recently moved to raise their rates to \$1 per hour at some of their most prime metered spaces. They will be raising their ticket prices to \$15 and to an amount as high as \$30 for some offenses. See ATTACHMENT IV for rates in other communities.

Our street meter rates should be raised to a minimum of .75 per hour, and consideration should be given to raising them to \$1 per hour in high demand areas. The price of a ticket should double the current price (from \$5 to \$10) and late fees should be increased as well. **This is not a revenue generating issue.** It is a parking management strategy. Experts recommend it and cities around the country are implementing it. Our customers will barely notice the increase. Employees who should not be using the on-street spaces will notice and will be discouraged.

Donald Shoup, the most respected parking expert in the country, and maybe the world, says, "The right price to charge for parking is the lowest price you can charge and still have one or two spaces available on each block." Granted, our seasonality affects this rule of thumb; even at increased prices we still will have many summer days when there are not one or two spaces available on each block.

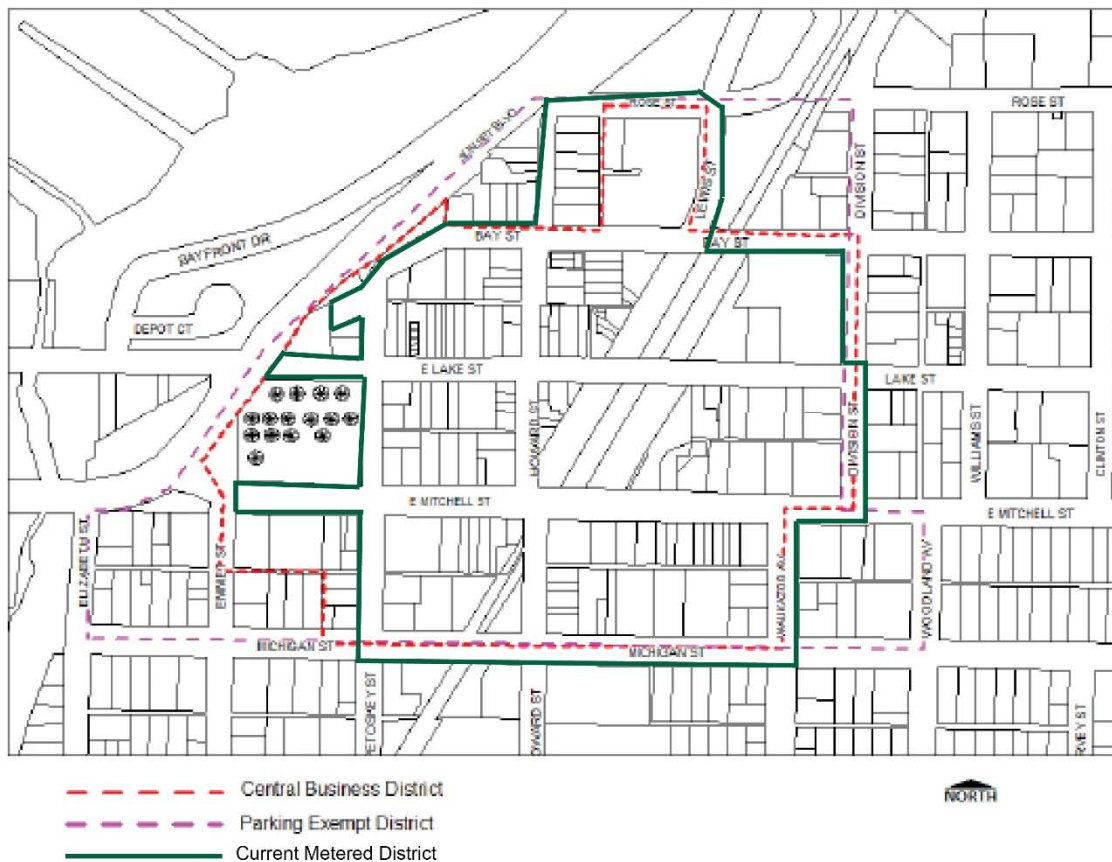
- B. Eliminate Free Parking by Metering All or Most of the Entire Parking Exempt District – (See following map.) There is no such thing as free parking. Someone always pays. Those who desire convenience need to pay more than those who are willing to walk. Incentives to free up spaces for customers closest to the heart of the commercial district are necessary.

Through the vision of past planning commissions and city leaders, we have today a parking exempt district that has legal boundaries. The reason for the district stems from a progressive zoning practice, used in the most successful communities in the country, which does not require businesses to create their own parking. Parking Exempt districts promote density and provide the highest and best use of commercial district properties. The philosophy behind these districts is that parking should be managed within them and that revenue generated from that management should be used for the greater good of the district.

We are fortunate that Downtown Petoskey already has a district in place; it is time to use it as a tool and meter all or more of the areas that are currently unmetered. Basically, all periphery meters should be 10 hour meters/permits accepted, except those on Rose and on the north side of the block of Michigan across from St. Francis which, due to the fact that there are commercial businesses located here, should be 3 hour meters/permits accepted. As the district becomes more dense and other long term parking options become available, all street meters will need to become 3 hour meters, no permits accepted.

If it is not acceptable to meter the entire Parking Exempt District, steps toward this end should be taken. See draft of a detailed work sheet in ATTACHMENT V.

The purple dotted line in the map on the following page represents the current parking exempt district and would also depict the proposed new metered district. Consideration needs to be given to including the block in the NE corner bounded by Bay and Lewis and to including the block in the SW corner bounded by Michigan and Elizabeth at this point in time.



- C. Build a Bike Corral. Discussion of this project is already underway and the location is proposed to be in front of Momentum in the no parking space that is next to the entrance of Reid's Alley. This location is central and it will also alleviate the problem of shoppers using the space as a place to park and/or blocking the alley entrance and receiving a citation for illegal parking that they feel is undeserved. A plan should be improvised that would incentivize employees who ride their bikes to work. Not only will bikers receive free parking, Ambassadors could check the corral daily at a specified time(s), and if the bikes had licenses or ID of some kind, a

monetary reward for bikers could be paid at the end of the summer season. The DMB has budgeted for the expense of the corral in 2015.

- D. Add striping to the streets in some of the outlying areas of downtown. We currently see that on very busy days the streets that border downtown are heavily used for parking. In the cases where there are no stripes, people park their cars randomly and the available space is not put to its highest and best use. Striping on pavement is also a signal to people from other communities that parking on these streets in these areas is allowed. It is recommended that the following areas be striped before the summer season:
- Petoskey Street from Michigan to State
 - Michigan from Petoskey to Emmet (this will occur if meters are installed here)
 - Bay from Division to east one block
 - Lake from Division to east one block
 - Waukazoo from Michigan to State
 - Mitchell from Division to Woodland
 - Clearly mark the drop off zone at St. Francis School and stripe what is not included
 - State Street on the News Review side
- E. Re-stripe Lake Street between Petoskey and Howard. This could add 2 additional spaces to each side of the street.
- F. Add 2 spaces on the NE corner of Division and Lake – These spaces are currently marked “No Parking”. These spaces should be 10 hour meter/permit spaces.
- G. Work with the county on decent and clear signage that says free parking on weekends, holidays, and evenings for their lots. We need to talk seriously with the County about this issue. We currently give the courtesy of free parking for their jurors. It seems appropriate that we should receive this courtesy from them.
- H. Add a Winter Sports Park stop to the trolley route and promote off-site parking. Our survey indicated that the use of this shuttle service may be minimal to non-existent, but the potential for relieving parking shortages in the busy season warrants that the strategy be given a trial. The benefit received from the marketing of the plan alone, will help us let the public know that we are doing all that we can. The effort that it would take to create an additional stop is minimal and no dollars will be required. As the trolley is not 100% reliable, some kind of back-up system will need to be devised in the case that there is a breakdown.

Strategies that will alleviate shopper anxiety.

1. Change 2 hour meters in Petrie Lot to 3 hour meters. These are the only 2 hour meters we have and it is confusing to have to explain them when giving parking education and it is disturbing to customers when they receive tickets as they “assume” that they are 3 hour meters, just like everywhere else.

2. Offer Valet Parking Service. Much has been said about the anxiety that shoppers feel about running out of meter time and also about circling the area looking for a parking space on busy summer days.

Staff researched a gated parking system for the Elks Lot that would allow shoppers to take a ticket at one end of the lot when they arrive and pay at the other end of the lot when they leave. Even if this type of management was more expensive for the customer, it is believed that it would relieve anxiety over the potential of receiving a ticket. Unfortunately, this type of management is also very expensive to implement as well as to provide. Walker Parking broke down the costs for this installation for us and it was determined they could easily exceed \$100,000. This management would not necessarily help the customer who is circling around looking for a space and it would call for a very large expenditure to be made from our parking savings.

A valet parking service that was available for six weeks in the summer months could solve both issues. Although this is one more idea that may not be utilized to its fullest potential, it should be given a trial period. The concept suits the hospitality based, resort reputation of our downtown. A valet service could be run in the following manner:

- Hire three students to work from July 1 to August 15 at \$10 per hour from 11 am to 7 pm, 7 days a week. Two students would be on duty at once and the third would rotate for days off and possibly breaks. Cost for wages would be around \$7,000.
- Valet parking service would be located next to the “authorized vehicles only” sign and the railroad tracks on Lake Street, a site that is easily monitored from the Downtown Office.
- Cars would be parked up the hill on Lake – out of the system – for a set price.
- Staff has not been able to research a similar situation in other towns, possibly because there are very few other places with Petoskey’s specific needs.
- More details, such as insurance costs, need to be resolved.

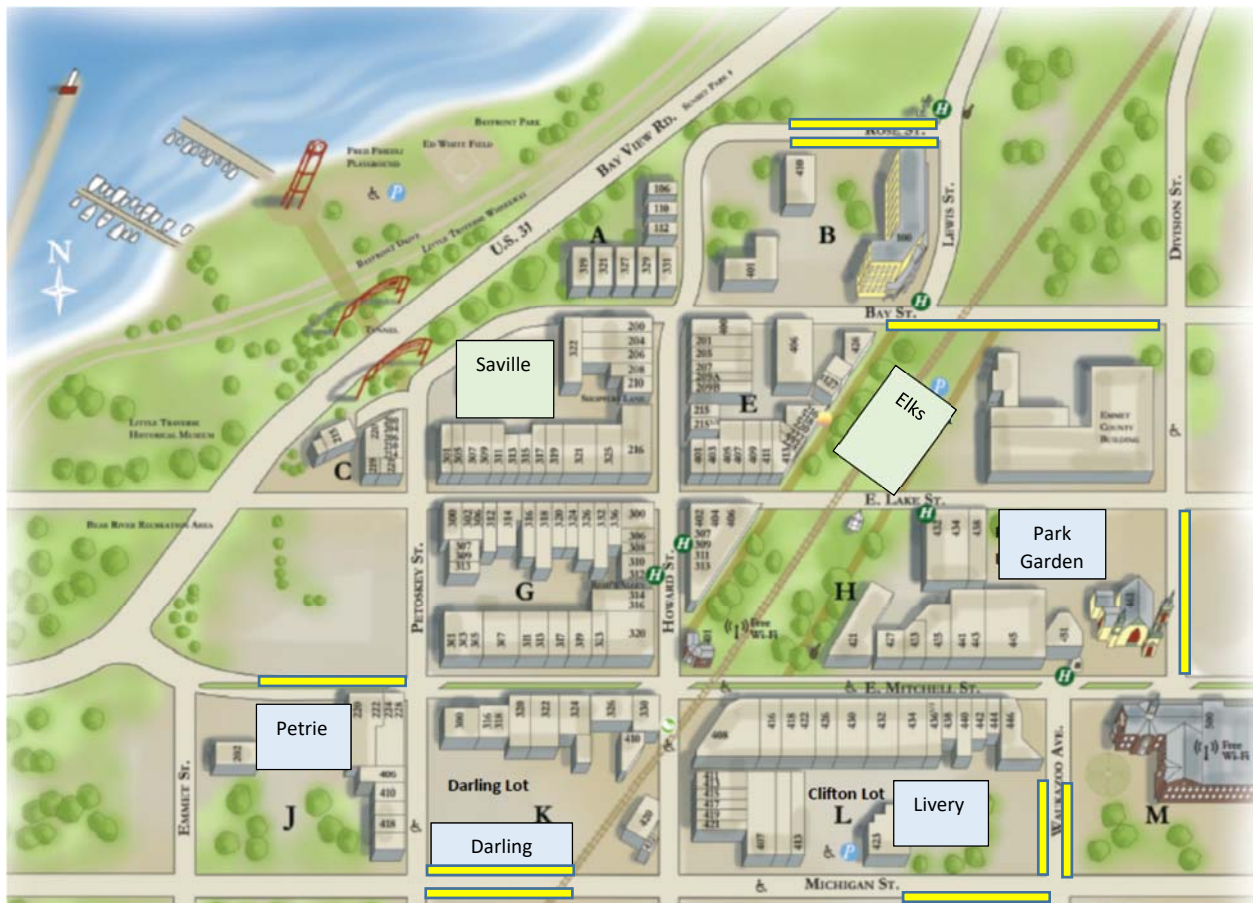
A second option could be to put together an RFP for a private contractor to do this work.

3. Create a new sticker for meters. There is a lot of information on the meters and much of it, although necessary, is beyond the basic message. A sticker like the one shown below would give the most basic information, succinctly, and in one place.



4. Stripe HC spaces and Non-metered spaces on the Street – If we do not want our visitors to park in these spaces on crowded, summer days, we need to make it more clear to them that parking there is not allowed.
5. Increase outreach of parking management information – A full page on basic parking information is provided in our Downtown Shopping Map Guide. We have a fully developed section on the downtown website that outlines all policies, procedures, and ordinances. We have a bi-monthly column on parking in the Downtown Newsletter, and we educate our customers one to one, face to face, on parking information on a daily basis in the office. Perhaps more outreach is needed. The development of a customer friendly rack card/bagstuffer piece will provide information in one more way. Staff could also provide an FAQ to merchants that could be used as a training piece for their employees.

Residential/Tiered/or Special Permits



Permits are currently available for residents and employees who do not desire or require designated spaces. Currently all permit prices are \$20 per month (6 months for \$100). There has been no increase in permit prices in twelve years.

Permits may currently be used in the following locations:

Year Round Parking Lot Areas

Petrie Lot - Entire Lot
 Darling Lot - Back Three Rows Only
 Livery Lot - Entire Lot
 Park Garden Lot - Entire Lot

Seasonal Parking Lot Areas

Elks Lot - No permits from June 15 - Labor Day
 Saville Lot - No permits from Memorial Day - December 31

Year Round Street Permit Areas

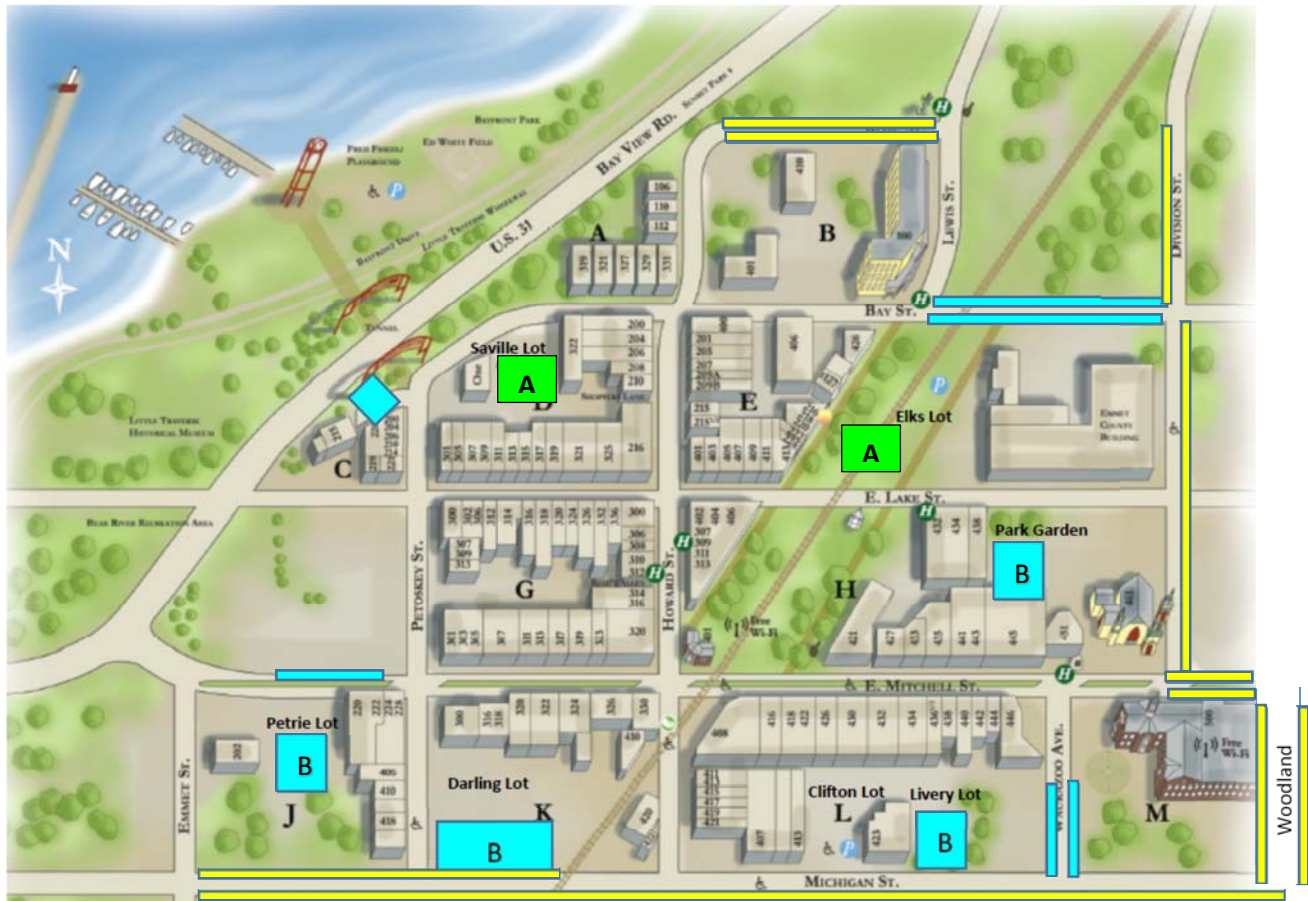
Michigan Street - 13 metered spaces between railroad tracks and Petoskey Street
 Michigan Street - 12 metered spaces on south side between St. Francis driveway and Waukazoo Ave.
 Mitchell Street - between the highway and Petoskey Street on north side of the street
 Waukazoo Ave. - 4 metered spaces on both sides of street starting from Michigan St. going north
 Division Street - 10 metered spaces on east side of street between Mitchell and Lake St.
 Bay Street - 12 metered spaces on south side of street between Division St. and the crosswalk at the Noggin Room
 Rose Street - All metered spaces

Create Tiered Permit Structure. As stated earlier, those who desire convenient parking need to pay for that convenience and those who are willing to walk should receive free parking. A tiered permit structure will give the driver choices about how much convenience they need and will finance. The recommended tiered permit structure has the permit parking on the very fringe as the least expensive parking; the lots and areas closer to the centre of downtown are more moderately priced; and the premium spaces in the most central lots are the highest price. All periphery meters would be 10 hour meters/permits accepted, except those on Rose and on the north side of the block of Michigan across from St. Francis which should be 3 hour meters/permits accepted.

Taking this action will make it easier for the parking customer to understand and easier for staff to explain. By doing this, we will add additional permit areas that will increase convenience and should increase use and decrease abuse. We will also put value on the more convenient spaces; those who do not want to pay will move further into the neighborhoods and their parking needs will be deleted from the system.

It should be noted that included in this plan is a change for the Saville Lot which has allowed no permit parking in May and after September 1 until January 1 in past years. In 2014 we tested opening the Saville Lot to permit parkers in the additional months of May, September, and November. We received a vigorous complaint from one business but no other complaints. We kept informal, random counts and did not find a time when there were no spaces for customers to park during these months even though permit holders had been allowed to park there. Staff and the committee understand the high level of need for customer parking in the Saville Lot, but they also believe that if permit parking is made to be as convenient as possible, there will be less abuse by employees of our precious on-street spaces.

A revised permit structure follows. The changes are highlighted.



Year Round Parking Lot Areas

Petrie Lot - Entire Lot **TIER B**
 Darling Lot - Back Three Rows Only **TIER B**
 Livery Lot - Entire Lot **TIER B**
 Park Garden Lot - Entire Lot **TIER B**

Seasonal Parking Lot Areas

Elks Lot - No permits from Memorial Day - Labor Day **TIER A**
 Saville Lot - No permits from Memorial Day - Labor Day and in October and December **TIER A**

Year Round Street Permit Areas

Michigan Street – All metered spaces on the south side between Woodland and Emmet?? Streets **TIER C**
 Michigan Street - All spaces on north side between the railroad tracks and Emmet?? Street **TIER C**
 Elizabeth Street – All spaces **TIER C??**
 Mitchell Street – between the highway and Petoskey Street on north side of the street **TIER B**
 Waukazoo Ave. – 4 metered spaces on both sides of street starting from Michigan St. north to Mitchell **TIER B**
 Woodland Street – All spaces between Michigan and Mitchell **TIER C**
 Mitchell Street – All spaces on the north side of the street between Woodland and Division **Tier C**
 Division Street - All spaces on east side of street between Mitchell and Bay Street **TIER C**
 Division Street – All spaces on west side of street between Division and Rose Streets **TIER C**
 Bay Street - All spaces between Division and Lewis Streets **TIER B**
 Rose Street - All spaces **TIER C**
 Bay Street alcove behind Whitecaps – 5 spaces **TIER B**

TIER A Permits \$40 per month

TIER B Permits \$30 per month

TIER C Permits \$20 per month and \$100 for 6 months

As downtown also benefits from service employees, business owners, and residents who locate in the district, a fourth Tier could be added: Tier AA which would be initiated accordingly:

- The four parallel parking spaces at the west edge of the Saville Lot and two to four spaces at the front of the Clifton Lot would be made available for designated annual permits at the cost of \$20,000 each. This relatively high price is based on research which tells us that when parking is limited it should not be designated privately unless the price is high enough that the greater good of creating additional parking can be served by the revenue gained.
- An announcement would be made that the spaces would be available and if there were more bidders than spaces, the spaces would go to the highest bidder.
- These spaces would be enforced by the parking services ambassadors.
- Tickets for parking in a private space would be \$25 per the existing ordinance. No towing would occur.

As new residential development over existing first floor retail is a stated goal in our current strategic plan, it could be said that we have an obligation to help provide incentives or find strategies to aid its development. In a situation where the parking supply is currently limited, there is much to consider. This past summer, at a Michigan Municipal League conference held on Mackinac Island, Ray Minervini, developer of the Village at Grand Traverse Commons, spoke in defense of non-designated parking for downtown residents. Minervini declared that the entire Commons development was developed without this amenity and that it is working just fine. Traverse City has also had some experience in developing residential that does not include designated parking for residents. In some markets it is true that the desire is so great for downtown living that the detail of where to park has become irrelevant. The market in Petoskey is currently untested.

The possibility of leasing or selling parking spaces has been investigated. Staff sought personal consultation with Doyle Hyett on this issue. Hyett, of course, knows Petoskey and he is a strong advocate of developing upper story residential. He reports that in many vibrant downtowns, per square foot prices for parking spaces can be many more dollars higher than per square foot prices for housing. Doyle recommends purchasing over leasing these spaces, but most importantly he recommends charging a high rate for them. If a residential unit sells for a considerably higher price because it comes with a designated space, Doyle does not believe that the developer/property owner should be the one to benefit financially from that increment. When parking spaces are at a premium, any gained increment should go to the parking management system. The city's assistance in making the units marketable to a high end demographic that will shop and dine in downtown should be the goal. High prices for these spaces are intended to generate revenue in amounts that are significant enough that the City can actually use the revenue to increase its parking supply.

Doyle says, "Yes. More housing is great. The more the merrier. But, public parking is for the "public." If you were desperate for housing like many less fortunate communities, then concessions may be in order. You are not desperate. Don't act that way."

Upon first investigation of the legality of selling or leasing spaces, it appears that this may be possible but it will take detailed, further legal research that we have not initiated.

A second option to service residents in upper story housing would be to change a regularly metered space that is convenient to the building to a loading zone that could be used by residents (or anyone else in downtown) for loading and unloading items they need to transport to and from their living quarters. After the loading or unloading was accomplished the resident would need to move their car to another space and follow the ordinance that governs that space. This could be done at no cost to the developer.

A recent upper story rehab project that is currently going through the process of being approved by MSHDA for reimbursement through their rental rehab program has been delayed because the state has asked for a parking plan for residents who will live in the building. See ATTACHMENT V. for the plan that was submitted by the City on behalf of the property owner.

Long term strategies for increasing the parking supply

Although the lack of economic development during the recent recession may have lulled some into thinking that Downtown Petoskey was not destined for growth, it is now apparent that this is not the case. We have had a third potential developer for the Hole and we have new investment in downtown with more slated to come, and not just in Petoskey, but in other northern Michigan communities. Maintaining a dense central business district is in the best interests of all who are currently doing business here. The more businesses that locate here, the more reason there will be for visitors to come here. More businesses generate more customers and more customers require more places to park.

Parking experts agree that the highest and best use of space in a commercial district is not a paved parking lot. In a recent parking study done for the City of Rochester, McKenna and Associates states, "Surface parking lots are not the highest and best use of prime downtown real estate. Considering the relatively large amount of land area currently being devoted to surface parking in downtown Rochester, the creation of additional surface parking should only be pursued with great caution.McKenna recommends that no new surface lots be constructed in the downtown area. If future parking capacity is needed, it should be developed in the form of structured parking."

Historic buildings should be preserved and not torn down to create parking lots, not only for the charm the buildings add to the district, but also for the purpose of housing new entrepreneurs. The continuous façade of the street should also be preserved for the purpose of luring the shopper from one end of the street to the other. We have some rare, infill opportunities and best management practices would tell us that mixed use structures should be created on them, not parking lots. Parking needs to be available but unobtrusive.

1. Partner with the Developer of the Hole if at all Possible. As the DMB agreed last fall, a reasonable amount of time should be given to the new developer to present a plan for shared or additional parking development at this site. The DMB will need to be flexible as well as cautious in this endeavor. The best use possible will need to be obtained from any funds that could be potentially captured from the site. The DMB will want to be as cooperative as possible with the developer so that the site is serviced with the parking that it needs and the DMB will also want to protect its current supply so that a larger deficit than already exists is not created with the new development.

An optimal scenario would be for the DMB to be able to create a minimum of a net gain of 100 new spaces.

As we now know, the current developer has the project on hold. Nonetheless, at some point this developer or another developer will come to the table and when that happens we will need to take advantage of this opportunity.

2. Contract with Walker Parking for an update to our Parking Study – This action has been under consideration for a number of years. Our study that was conducted in 2004 evaluated conditions for the entire downtown and also focused specifically on the impact that the proposed Petoskey Pointe development would have on its immediate surroundings. The DMB considered an update to this study last fall, but hesitated as it was thought that costs could be subsidized by the current developer as that project would also require parking analysis and study. As we no longer have that opportunity and we continue to have division in Downtown and at city council level regarding the need for additional parking, an updated study will support the current and predictable demands. This study should not include an analysis of what the development site may or may not need. Costs for an update such as this have been quoted at \$12,000 to \$15,000.
3. Move Ahead with a Consultant to help us determine our Options. The possibility of a mixed use project on the Darling Lot that would include a structure has been discussed. There is the possibility of a deck on the County Lot. There is the potential for underground parking at the Saville Lot. A mixed use project that includes parking situated on the Elks Lot is not out of the questions. We recently expanded the DDA district and there is the potential to expand it further which could encompass other development sites. See ATTACHMENT V. for a map of the recently expanded DDA district. All of these opportunities require the advice of experts who can help us understand the tools that could be used to make these things happen. If TIF districts other than the one in place at the Hole need to be created, we need to be open to pushing for their creation.
4. Fully explore all funding opportunities available. Again, in Rochester, MI, officials have adopted a plan that includes taking on a bond debt that will be supported by parking revenue, a special three-year assessment of \$250,000 that is spread out among their businesses, and a \$50,000 annual contribution by the DDA. In their case, this amount will generate \$12,000,000 (550 spaces at approximately \$22,000 per space). This is a creative use of a variety of funds. Our resources are lower, but so are our needs.

ATTACHMENT I. Areas of the Ordinance Overseen by the City Manager and City Council

Sec. 21-32. General supervision.

All provisions contained in this article shall be under the general supervision and control of the city manager, or the city manager's designee.

(Ord. No. 677, § 1(21-32), 6-5-2000)

Sec. 21-33. Designation of parking zones and controls.

- (a) The city manager may designate the areas where parking is permitted, may set time limits within such areas, and rates to be charged in any metered parking zones or lots, metered or unmetered, within the maximum limits set by the city council. The city manager may also determine in what areas meters are to be used or removed.
- (b) When the city manager designates parking areas, the city manager shall consider the general public health, welfare, and safety; the need for safely expediting through-traffic; the maximum use of available on-street and off-street parking areas; and the need to place parking meters in appropriate areas where the meters will serve to regulate and control the parking and also provide revenue for the operation and improvement of the parking system.
- (c) The city manager is to recommend meter rates so as to encourage turnover of parking in those areas where rapid turnover is desired and likewise to encourage long-term parking, possibly at a lower rate, in those areas where long-term parking is desired and is to set rates for permits in city-owned lots, when such permits are deemed desirable to provide parking controls in such lots, and to help defray the cost of policing and maintaining such lots.
- (d) The city manager may designate the areas where permit only parking is allowed. Areas designated as permit only parking shall be available to only those vehicles displaying a city-approved form of "permit parking only" display.

(Ord. No. 677, § 1(21-33), 6-5-2000; Ord. No. 731, § 1, 10-15-2012)

(Ord. No. 677, § 1(21-34), 6-5-2000) Sec. 21-37. Establishment of fines.

The city council may, from time to time, by resolution, set fines for violating any provision contained in this article.

ATTACHMENT II. The Case for Booting Vehicles

The bulk of the open accounts with multiple unpaid citations belong to employees/owners/residents that park in the short term (3 hour meter) shopper/client streets and lots. The parking system has long-term (10 hour meter) parking on streets and parking lots on the periphery of the central business district. Long-term parking represents high value parking for employees with low cost monthly permits (\$20/month) and 2 hour parking per quarter vs. 30 min. for a quarter in shopper/client areas. Employees and residents that park in a shopper/client space represent several thousands of dollars a day in lost sales and services to our businesses downtown. The major goal of a booting program is to move these employees/residents to long term parking and get them to comply with the parking ordinance. In addition, unpaid citations on these accounts represent a significant parking revenue loss.

Payment plans, collection services and District Court are ineffective in moving scofflaw employees from the high value Central Business District parking spaces.

We currently show 3,908 open citations in the system. This number includes those at collection plus current citations not yet past due by 120 days. Once a citation is 120 days overdue it goes to collection or is suspended awaiting fulfillment of a payment plan or accumulating six tickets (required minimum) to take the registered owner to District Court. When our office takes someone to court through Public Safety we are paid \$15 per citation regardless of how much is owed IF the judgment is paid. Ultimately the only leverage added by taking someone to District Court is the responsible party cannot renew their driver license after it expires. Because of ineffective communications between this office, public safety, district court and the city, lost revenue because of accounting issues, and wasted man hours we no longer take scofflaws to court or overtly promote payment plans. As far as the Parking Services Office is aware only one person actually paid her judgment to District Court. Our \$120 share of her payment was made in May and June to the court. The amount was credited to us in September after staff, the court, and city bookkeepers tracked it down over a period of several days. The whole process took over seven months from when the paperwork was turned over to Public Safety.

Of the 3,908 open citations, about 33% were issued prior to 2010 and most will not be recovered.

More important than collecting the outstanding debt owed by the habitual offenders, is the deterrent effect that a booting system would have to motivate employees to seek out long term parking. It should also significantly increase the number of citations paid prior to sending to collection. In 2012 we added a \$20 administration fee on overdue citations sent to the collection service. We lose 30% to 50% of the fine value when referring persons to the collection service. The collection agency is diligent in its efforts but the balance of our total amount of unpaid citations at PCS is over \$70,000. A significant number of repeat parking violators have no intention of paying collection debts. Moving the long term parkers out of prime customer/client parking is the main goal of a booting system. As a by-product, anything we can do to get people to pay their fines before referral to collection will dramatically increase revenue and will save the parking ticket holder as well.

As of March 4, 2015, 3,908 open citations total \$102,128.63. Of these, 2,241 are at collection with a total of \$75,178.62.

The number of drivers accepting payment plans is very low. Payment plans are now offered only on request and currently there are no active payment plans on our books. Of the hundreds of people offered payment plans there have been six successfully completed plans and 15 failed plans. Several payment plans have been terminated due to non-payment. Some have been given a second chance and a new payment plan started, only to be suspended because of more missed payments. It is time consuming to suspend and reinstate citations for the plan as each citation has to be adjusted individually. This function is not available with our new software program.

Plate XXXXXXXX is typical of a habitual offender. He received 19 citations in a 13 month period. One was a warning, three were paid. The remaining 15 were sent to collection. For these 15 citations, besides the original citations and envelopes offering convenient methods of payment, 45 late notices were mailed (about \$20 total in postage, plus labor) and ignored. PCS has contacted this person 24 times, both by phone and mail. PCS has been told by him that he has no intention of paying for any of the fines in collection. There are \$430 in unpaid fines and fees on this plate. He has paid zero on the collection amount.

Criteria for booting:

Open citations of at least \$200, with at least one in collection for at least 40 days. This ensures the person has had at least five months to pay some of their citations, and between the Parking Services Office and PCS has had dozens of late notices and contacts.

Staff has investigated options and recommends the PayLock Smart Booting System.

Pros:

- * People need their vehicles and are motivated to get it back as soon as possible.
- * Post booting contact is all with PayLock. If the motorist does not have access to a credit card, PayLock will conference call friends or family – anywhere in the world – to make payment on their behalf.
- * PayLock provides as many boots as needed. Boots are self-released; once the driver calls the 24/365 center and payment is made the driver receives a code to remove the boot.
- * It is the responsibility of the driver to return the boot to Public Safety. Seizure notices that must be placed on the vehicle are provided by PayLock. The driver returns the boot to Public Safety during City Hall regular business hours.
- * Training/account management/consulting/ implementation – full service support provided. PayLock makes money with a booting fee (\$125 to \$175) and/or a percentage contingency fee. Most municipalities pass these fees on to the vehicle owner.
- * The Parking Services Office receives 100% of the citation and fine revenue.
- * The deterrent factor should be enormous as stated at the beginning when Syracuse, NY, implemented the PayLock system their overall parking revenue increased by 135%.

Cons:

- * Vehicles take up a parking space for up to 48 hours while being booted before they are towed.
- * Vehicles may need to be impounded
- * Some drivers may be confrontational
- * Obviously, if the driver has moved from the geographic area booting won't work

Implementation:

- * PR campaign is key, once the public sees the booting criteria and the scofflaw list there won't be much resistance to the plan. Marquette experienced a smooth six month implementation plan.
- * Public Safety assistance needed - applying boot and accepting boot after payment is made.
- * Requires new ordinance, we have a copy of Traverse City's parking ordinance to use as a starting point, PayLock has provided sample ordinances as well
- * Ordinance to include penalties for damage/loss of boot.
- * Public Safety/City Council buy in
- * Public notice/media
- * Late notices to be changed to incorporate possible booting/towing consequence

Suggestions: Public Safety should be allowed to recoup their costs. PayLock retains ownership of boots and is responsible for replacement/maintenance. Fines and fees will be collected by PayLock. Ambassadors would contact 911 to have Public Safety respond to a booting situation, i.e.: when applying boots, or when confronted by drivers, either on the street or in the PSO.

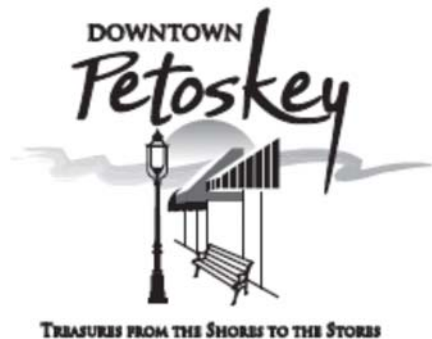
Booting is by far the most effective and efficient method of collection. When Syracuse, NY, implemented the PayLock system their overall parking revenue increased by 135%. New York City started using PayLock in 2012. Traverse City and Marquette have had very successful results booting vehicles. Marquette had \$500,000 in unpaid citations. Within six months of starting to boot they collected \$150,000, the bulk of which was not received from booted vehicles. Booting has a tremendous deterrent effect.

For perspectives from the enforcement officers of two recently successfully implemented booting programs contact the following:

City of Marquette: R. Blake Rieboldt, captain of patrol operations, rieboldt@mqtcity.org, 906 228-0435

Traverse City: Nicole, parking@downtowntc.com, 231 922-0241

ATTACHMENT III. Memo to DMB Requesting Increased Chronic Abuser Fines



TO: Downtown Management Board

FROM: Becky Goodman

DATE: September 11, 2013

RE: Recommendation from Parking Committee to Increase Graduated Chronic Abuser Fees

The Parking Ordinance provides a graduated ticket increase scale for parkers who chronically abuse the system. Currently the ordinance reads that anyone receiving 5 to 9 tickets in the last 30 days will have future tickets issued to them at \$15 each. If they have received 10 or more in the last 30 days, future tickets will be issued at \$30 each. This provision was added to the parking ordinance in 2010 when the ordinance was last updated.

Experience in the Parking Services Office has shown us that we have been able to get the attention of some chronic abusers when they begin receiving \$15 tickets. Almost everyone who gets to the \$30 ticket level gets the message and begins conforming to the ordinance. The problem is that we have parkers who have learned to “play the system” and do not mind paying \$15. They get to the \$15 level quite often and then wait a few days until the 5 to 9 tickets fall off the 30 day limit and begin the cycle all over again. We also have parkers who actually come in to ask us if they are close to getting a \$30 ticket and how long it will be before they have tickets fall off so that they can receive another ticket at \$15 and not at \$30. In other words, staff and the parking committee agree that 30 days is too short of a time to incentivize a difference in a chronic abuser’s parking habits.

In an effort to support the DMB’s goals of managing parking to encourage turnover of spaces so that they are available for shoppers and that incentivizes long term parkers to park in long term spaces, the committee is asking that the DMB recommend to city council a change in the ordinance that would read: License plates that receive 5 to 9 tickets in the last 180 days will receive a \$15 ticket. Plates that have received 10 or more tickets in the last 180 days will receive a \$30 ticket.

Please contact me if you have questions or concerns.

ATTACHMENT IV. Meter fees and fines in other communities

Community	Rate	Cost of Ticket	
Rochester	\$1.50/hour	\$40	Goes up to \$100 after 6 tickets in a calendar year
Birmingham	\$1.00/hour	\$10	
Traverse City	\$.60/hour		Soon to be raised to \$1.00
Charlevoix	\$.25/hour	\$15	
Marquette	2 hr free	\$10	
Kalamazoo	\$1.50/hour		
Harbor Springs	free 3-4 hr.	\$20	
Holland	free		
Grand Rapids	\$2.00/hour	\$10 and \$20	
Ann Arbor	\$1.50		
Ferndale	\$1.00		
Chicago	\$2.00		

ATTACHMENT V. Requested Parking Plan for MSHDA Rental Rehab

Parking Plan 414-418 Waukazoo

Downtown Petoskey is a parking exempt area of the City in order to promote a dense, pedestrian-oriented urban environment. To discourage removal of structures for the purposes of parking, public parking is provided and managed by the Downtown Management Board. The parking system includes seven parking lots with meters and on-street parking within the district is also metered. These parking spaces are shared between daytime and nighttime users to maximize the land use efficiency that creates a dynamic urban place. At this time, the City does not take parking spaces out of public inventory for the exclusive use of residents.



In addition to coins, tokens, and the Park Mobile System that allows use of cell phones for meter payment, parking passes are available for \$200 a year. To ensure the affordability of the restricted units, while addressing MSHDA's parking concern, the property owners of 414 and 418 Waukazoo Avenue have agreed to purchase one annual parking permit per unit.

An annual parking pass allows unlimited parking to employees and residents alike in designated lots and on-street areas. While a pass does not guarantee a spot, there are 99 parking spaces within an approximately 300 foot radius of 414 and 418 Waukazoo Avenue (outlined in blue) and an additional twenty free on-street spaces. In addition, it is anticipated that all metered spaces on the south side of Michigan Street will be changed to non-metered spaces in the near future as a recommendation of the Downtown Parking Committee.



400 block of Waukazoo Avenue
12:00 p.m., Wednesday, December 3rd



PLANNING COMMISSION

July 19, 2018

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

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

Staff: Rob Straebel, City Manager
Amy Tweeten, City Planner

Others Present: More than 60 persons present for presentation on 200 E Lake

Upon motion and support, the minutes of the May 17, 2018 regular meeting were approved 9-0.

Conceptual Plan Presentation- 200 E Lake

Staff explained that this was the initial review by the Commission to provide direction to the developer on the concept plan. She believed the concept would require a major amendment to the Planned Unit Development existing on the property based on the ordinance requirements. She then reviewed the standards of approval for a Planned Unit Development and the overall goals and objectives of the City Master Plan that would be taken into consideration by the Commission when reviewing a zoning amendment.

Mr. Tom McIntyre, Petoskey Gateway, LLC then provided background on their progress reviewing the site, introduced his team, and gave an overview of their current concept for the property, which is the sixth iteration. The concept includes a hotel with 82-84 rooms, conference space of 9,000 square feet, 91 residential condominiums, retail space of 12,000 space to include 1-2 restaurants and walk in medical office for McLaren Northern Michigan. There would be 500-600 covered parking spaces, with 100 of them gifted to the City. He then introduced Bob Gibbs, Planner for the project.

Mr. Gibbs gave an overview of the four-building site plan, three of which would be mixed use; noted the building heights and that there are limited views from the property below the fourth floor; the buildings would be 40-60 feet wide, with the lowest level of parking structure for the hotel. He believes that the density belongs in the core of the community and this development helps that occur, and that the sprawl occurring in the townships is not sustainable development.

Rob Baccigalupi then gave an overview of hotels in other historic downtowns, including Savannah, GA and Charleston, SC., as well as the Park Place in Traverse City and provided information on the benefits of a conference center on other businesses downtown.

Alexander Bogaerts, project architect, explained the site topography and that it created challenges but also opportunities to hide the parking inside the building; explained access to the various parking levels and the plaza; noted the different entrances disperse the traffic.

Mr. McIntyre provided a breakdown of the parking as 120 for the hotel, 200 for the residential units, 75 for retail/ medical space, 100 for public and 105 not yet allocated.

The Commissioners then asked: about the location of the conference center; whether any of the housing would be affordable; whether the plan included useable space at the corner of E. Mitchell and Petoskey; how the public parking would be accessed; whether the Park Place hotel could be built today; how the development pro-forma would change if the City bought the parking instead; whether Petoskey Pointe could be built; how the size of the current proposal compared to Petoskey Pointe; whether Tax Increment Financing has been discussed; about the vision/use for the plaza; about the frontage at E. Lake and US 31 and how the parking would be screened; how the access points on Mitchell Street would work given the current traffic congestion at E. Mitchell/Emmet and US 31; whether the development would be built in phases; whether there would be any residential on the first floor; who would own and control the plaza.

Mr. McIntyre and his team responded that the conference center would be on the first floor of building on E. Mitchell Street and at 9,000 square feet would meet the needs of many of the state organizations that hold conferences; that they are looking into the possibility of incorporating affordable housing into the site; that there would be useable space as the corner of E. Mitchell and Petoskey; that the public parking would be at the same grade as the drive off of Petoskey Street; that the Park Place Hotel in Traverse City could not be built under current zoning regulations; that they would envision working with the DDA and Chamber on use of the plaza for activities such as farmer's markets and outdoor dining and that the hotel and residences would have access as well; that the vehicular access is still being studied; that the project would likely be built in phases over several years although they would prefer it to be built at one time; that there could be residential on the ground floor along the plaza; and that the condo association would own and control the plaza, with the intent to have it open to the public.

In response to the question about whether Petoskey Pointe could be built, the City Planner believed the zoning for the site remained, and the City Manager added to the inquiry stating the its validity of the PUD was in question and that it is currently under legal review as the developer had brought it up as a "Plan B" to the current concept. He did not believe the Commission was beholden to Petoskey Pointe. Mr. McIntyre responded that he was not interested in building Petoskey Pointe as the project was too big, but did believe the PUD was still valid.

The City Manager also responded to the question on use of tax increment financing that it is being discussed and it is included in the Economic Development Strategy as a possible incentive for projects with public benefit.

Commissioners also commented that it was an exciting start; that the black and white elevations were misleading; that there were a lot of curb cuts shown; that there is a need for affordable housing; that it was unclear what "giving the city parking" meant; the way height is shown on the drawings is misleading and that the height was much taller than the 40 feet allowed in the Central Business District.

At this time, public comment was taken.

Kate Marshall, 1015 E Mitchell Street, asked about the need for drawings that are to-scale as required in the zoning ordinance and felt an independent traffic engineer should be hired. It was explained that this is an informational meeting with schematic plans only and if the applicant so desires they will come back with detailed drawings and traffic studies.

Dan Cleary, 615 State Street, noted his construction experience and asked about the height restrictions in the communities shown in the presentation (Charleston and Savannah) and talked about the economic impact of the construction phases.

Curt Harwood, 1510 Kilborn Drive, asked about the height of the hotel and of Petoskey Pointe, noted that the St. Francis steeple is 106 feet; and asked how high a fire truck can reach.

Dave Gerathy, 610 Grove Street, recently moved to Petoskey because of its walkability and questioned what a 600 car parking structure would do to walkability.

To these inquiries, Mr. Gibbs responded that Charleston has a block by block form-based code and has a concerted strategy to stop sprawl by having people live in the City; that parking at the entrance of downtown is where it should be located to keep cars out and that traffic studies don't typically look at pedestrian impacts.

Ben Slocum, Howard Street and a Petoskey Fireperson responded that the City had a 100 foot platform fire truck, which is the largest available; that as a business owner he is aware that workforce housing is a huge problem and causing restaurants to reduce hours; and asked Mr. McIntyre about his involvement in Proposition 3 in Traverse City.

Mr. McIntyre gave a summary of Prop 3 that required any buildings over 60 feet to go to the vote of the people, which they believe violates zoning laws so the issue is now before the Court of Appeals.

Bob Kronberg, 422 Grove, noted it was smaller than the original Petoskey Pointe Development but that traffic will be an issue, and that given the slope of the city having the whole town above this site, making it the focal point continues to be an issue and that he believes the concept is out of character with the City.

Carlin Smith, Petoskey Chamber of Commerce Director, noted the Chamber Board had received a presentation on the proposal and talked about the economic impact. They didn't get into the details that the Commission and Council will need to address, but want something to happen at 200 E Lake Street and are hoping the approach is working to get something done, rather than stopping it.

Lori Pall, 603 E Lake Street, reminded the Commission that the master plan developed after Petoskey Pointe included charrettes where the public clearly wanted future development to be compatible with existing downtown scale; that Blueprint Petoskey doesn't go to 80 or 100 feet, and feels it is the job of Commissioners to uphold the City Master Plan.

Jessica Shaw, 517 E Lake, noted that Petoskey is not as big as the communities used for comparison and is concerned about the size. She asked about the cinema comment to which Mr. McIntyre said there wasn't support from the City for a cinema.

The City Planner clarified that the issue was not support for a cinema downtown, but that the site may not be able to hold all of the uses proposed, and given a proposal of a 10 story building to allow for a single-story cinema, the balance may have to be located a cinema elsewhere.

Nan Casey, 114 E Lake, commented that she is the closest house to the site and welcomes the change it would bring.

Discussion then returned to the Commission. Commissioner Robson noting that height is the concern, and that they were not being clear on what the height of the hotel would be. She commented that she had done research on building heights regionally, with Bay Harbor maximum height of 60 feet with the hotel at 75 feet; that the CBD zoning allowed three stories, 40 feet that the region has smaller buildings and 85 feet is too much of a variation and too big; that she wanted buildings closer to 60 feet; that the CBD requires ground floor retail so did not think ground floor residential should be included. Commissioner Greenwell added that the site has been derelict for 50 years and that the buildings proposed were within the allowed heights by the PUD and he therefore did not have an issue with it.

Chairman Greenwell thanked the developers for the presentation and felt they were provided sufficient input should they decide to return.

Review and Adoption of the 2018-2022 Downtown Strategic Plan

Staff provided an overview of the plan process, strategies and actions.

Commissioner Meyerson commented that there continued to be a disconnect between the need for parking and dense downtown development; that there was no youth involvement or focus in the plan; and that there was no discussion of public art in the plan and she felt that it continues to be needed and should be a priority.

Commissioner Andrews, a member of the plan process committee, responded that the plan addressed issues raised through the public input but that these issues had been discussed at the committee level as public art was included in the prior plan, but there had not been support for keeping it at the forefront.

Becky Goodman, Downtown Director, added that the issue of public art had been divisive between City Council and the Downtown Management Board, with Council ultimately choosing to not adopt the plan developed.

Commissioner Meyerson did not think that downtown was only for business, that youth are not welcome downtown, that they weren't included in the process, but that their voices are important ~~because we have to change and not stay the same~~. She felt youth need to be included.

Commissioner Neumann, a member of the plan process committee, concurred that due to the divisiveness of public art, the committee and DMB didn't incorporate and that because Pennsylvania Park is so important to the community, people are protective of what occurs.

Staff commented that one concern of Council was that the public art plan only addressed downtown, but the reason was that it was funded through the downtown assessment; that the message that public art is needed could be passed on to council; and that she questioned whether it was the downtown's responsibility to incorporate youth involvement, or whether it was a needed component of public participation in the master plan update.

Commissioners discussed how to forward their comments to City Council regarding public art and youth involvement. Commissioner Burns made a motion to approve the 2018-2022 Downtown Strategic Plan and forward to City Council with the recommendation that they revisit the issue of public art community wide. Support for the motion was by Robson and carried 9-0.

The Commission directed staff to include youth involvement during the master plan update.

Updates

Staff informed the Commission that the City had received certification through the Redevelopment Ready Communities program and that the award ceremony would be at City Council on August 20th; that they would be reviewing the 2019-2024 Capital Improvements Plan at their August 16th meeting and that the webinar on Local Historic Districts would be held on July 26th and to let her know if interested.

The meeting then adjourned at 10:01 P.M.

Minutes reviewed by Emily Meyerson, Commission Vice Chair/Secretary

DRAFT



BOARD: City Council

MEETING DATE: August 6, 2018

PREPARED: August 2, 2018

AGENDA SUBJECT: Award Bid for City Hall Exterior Restoration

RECOMMENDATION: That the City Council authorize a contract with Cusack's Restoration, Inc., Hubbardson, MI, for City Hall Masonry Repairs

Background Over the last year, when there has been steady, heavy rain, areas in City Hall experience water damage. It is common for staff to place buckets in offices, hallways and conference rooms to catch dripping water during these weather events. Although, currently being addressed, there is evidence this has been a problem for several years. Ceiling tiles, wallpaper and carpeting all have markings indicative of leaking water damage. Additionally, once the walls are saturated, staff must dry with industrial fans in order to stop any potential mold issues.

City staff has met with restoration specialists and consulted with local architect Richard Neumann, who has experience with City Hall. Consensus by all is the work needs to be done to mitigate the water issue, as it will only worsen. The primary concerns are the west side of the building and the northwest corner. Water seems to be getting in through the brickwork, following walls and penetrating the interior of the building. By fully restoring the brickwork and mortar with new, matching construction, the historic integrity will not be compromised and the water issues will be lessened if not completely resolved.

Proposals City staff, along with Architect Richard Neumann, prepared and advertised detailed bid specifications for the "City Hall Mason Repairs" dated June 4, 2018. Bids were advertised in the Petoskey News Review on June 11, 2018. Bid invitations were also sent to construction service associations by the architect. Bids were opened at 4:00 P.M. on Thursday, June 28, 2018. There were four bids received and the results are as follows:

<u>Bidder</u>	<u>Amount</u>	<u>Timeline</u>
Cusack's Masonry Restoration Inc. Hubbardson, MI	\$58,360	60 days to completion
Northern Restoration and Water Proofing Systems Inc. Grawn, MI	\$99,000	308 days to completion
Bornor Restoration Inc. Lansing, MI	\$99,863	75 days to completion
National Restoration, Inc. Milford, MI	\$118,450	90 days to completion

Review Staff, along with Architect Richard Neumann, provided due diligence on the low bidder whereby requesting a site visit with the contractor, staff and the architect. Upon review of the City Hall project, a unit cost was requested to be provided by the contractor to the architect to ensure the entire project would be completed. The unit costs were quantified after additional inspection of the project totaling an additional \$35,985 added to the original \$58,360 for a total of \$94,345. The 60 day to completion did not change.

The architect also researched past projects by the contractor, checked references and confirmed the positive professional record associated with the contractor.

This project is not identified in the 2018 Budget however funding is available through the City's cash reserves. A budget amendment will be made at the end of the year to account for the cost of the project.

Recommendation City staff recommends City Council authorize contracting with Cusack's Masonry Restoration, Inc., Hubbardson, MI, for the City Hall Mason Repair in the amount of \$94,345.

kk



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: August 6, 2018

PREPARED: August 2, 2018

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

RECOMMENDATION: That the City Council adopt the proposed resolution

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

sb
Enclosure



City of Petoskey

Resolution

WHEREAS, the City Manager has requested that the City Council recess to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure, at the City Council's regular meeting of August 6, 2018:

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