



CITY COUNCIL

March 4, 2019

1. Call to Order - 7:00 P.M. - City Hall Council Chambers
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Presentation – Hear presentation by Mac McClelland, Manager Brownfield Redevelopment, concerning Brownfield Tax Increment Financing Programs
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) February 18, 2019 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since February 18, 2019
6. Miscellaneous Public Comments
7. City Manager Updates
8. Appointments – Consideration of appointments to the TIFA and Zoning Board of Appeals
9. New Business
 - (a) First reading of a proposed ordinance that would establish a PILOT program for Harbor Village Apartments on Crestview Drive
 - (b) First reading of a proposed ordinance that would replace Section 21-39(2) regulating on street parking
 - (c) Authorize staff to move forward with Redevelopment Ready Communities pre-development assistance for the Darling Lot
 - (d) Adoption of a proposed resolution that would approve and create a local Historic District Study Committee
 - (e) Authorize contracting with Richter Construction Inc., (RCI) Traverse City, in the amount of \$470,039 for replacement of the Sunset Park stair tower
10. City Council Comments
11. Adjournment



BOARD: City Council

MEETING DATE: March 4, 2019

PREPARED: February 28, 2019

AGENDA SUBJECT: Presentation on Brownfield Tax Increment Financing Programs

RECOMMENDATION: That the City Council hear presentation

Background Mac McClelland, Manager Brownfield Redevelopment, will be in attendance to present a summary of Brownfield Tax Increment Financing programs. City Council requested this presentation as a Tax Increment Financing proposal may be forthcoming for 200 East Lake Street.

Bob Berg, owner of 200 East Lake Street, plans to approach the Planning Commission with a conceptual development plan at the March 21 meeting. Mr. Berg has stated he will be requesting City Council consider Brownfield Tax Increment financing to pay for underground parking. This approach is consistent with the Redevelopment Ready Communities Economic Development Strategy for the site. See enclosure. Although the City is certainly not obligated to approve a Brownfield Tax Increment Financing Plan, it may be the critical economic incentive piece to move a development forward.

Included in this agenda item are the following documents:

- Michigan Economic Development Corporation (MEDC) Community Development Brownfield Program Overview
- MEDC – Adopting a Brownfield Plan
- 2016 City Council approved Great Lakes Center for the Arts/Bay Harbor Brownfield Plan
- Redevelopment Ready Community Economic Development Strategy – Appendix B Priority Redevelopment Sites, Page 15-16

Action City Council hear presentation. No action required.

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Enclosures

COMMUNITY DEVELOPMENT BROWNFIELD PROGRAM OVERVIEW

The Brownfield Program uses tax increment financing (TIF) to reimburse brownfield related costs incurred while redeveloping contaminated, functionally obsolete, blighted or historic properties. It is also responsible for managing the Single Business Tax and Michigan Business Tax Brownfield Credit legacy programs (SBT/MBT Brownfield Credits).

The Michigan Strategic Fund (MSF) with assistance from the Michigan Economic Development Corporation (MEDC), administers the reimbursement of costs using state school taxes (School Operating and State Education Tax) for non-environmental eligible activities that support redevelopment, revitalization and reuse of eligible property. The MEDC also manages amendments to SBT/MBT Brownfield Credit projects approved by MSF. The Michigan Department of Environmental Quality (MDEQ) administers the reimbursement of environmental response costs using state school taxes for environmental activities, and local units of government sometimes use only local taxes to reimburse for eligible activities (i.e., “local-only” plans). The state statutory authority for the Brownfield Redevelopment Financing Act program is Act 381 of 1996, as amended (Act 381).

Two categories of eligible activities under TIF are available across the state; demolition and lead and asbestos abatement. Two additional eligible activities are available in any qualified local government unit¹ (QLGU) or on property owned by a land bank; site preparation and infrastructure improvements. Land banks may also be reimbursed for costs related to conveying and managing property that is in their possession. The non-environmental program generally targets industrial site reuse, and urban development with mixed-use components.

The Brownfield Redevelopment Authority (BRA) is the local jurisdiction entity that manages the development of brownfield plans. After approval of a brownfield plan by the local governing body, the BRA may request capture of state school taxes via a work plan submitted to the MEDC and/or MDEQ. There are 295 BRAs in Michigan, and approximately 467 brownfield plans that are active or have been completed across the state (as reported to the MEDC in September 2015). These

authorities vary in terms of their participation with MSF and/or MDEQ to request state school taxes for TIF reimbursement.

MEDC staff recommends policy documents, school tax capture work plans, school tax capture amendments and amendments to SBT/MBT brownfield credits to the MSF for consideration. The MEDC manages all work plans and SBT/MBT brownfield credits approved by the board, including assuring reporting obligations and compliance.

Eligible program uses under TIF include:

- Demolition
- Lead and asbestos abatement
- Site preparation
- Infrastructure improvements
- Assistance to land banks and local government units

Eligible program uses under legacy SBT/MBT Brownfield Credits include:

- Demolition
- Lead and asbestos abatement
- Building renovation
- New construction
- Purchased or leased equipment

TAX INCREMENT FINANCING PROCESS

The work plan submission and approval is a multiple step process. Work plans are received on an ongoing basis and eligible activities must be in accordance with the Act 381 guidance issued by MEDC. Once a project is identified, the BRA or local government representative works with MEDC staff to perform the following steps:

I. Initial evaluation

- a. Project scoping and submittal of a draft work plan and other supporting documentation provided to MEDC community assistance team or business development manager to determine initial support.
- b. MEDC leadership consideration of initial support and if supported, letter of interest provided.

¹As defined in PA 146 of 2000, MCL 125.2781 to 125.2797

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

II. Work plan submission, review and MSF consideration

- a. BRA or local government representative submits a work plan or amended work plan, brownfield plan, approving resolutions, transmittal letter, and executed reimbursement agreement to MEDC after project is approved by local governing body.
- b. Due diligence performed to verify that BRA is compliant with Act 381 reporting requirements. MEDC staff reviews proposed eligible activities for compliance with MSF guidance, and makes a recommendation to the MSF board or delegated representative.
- c. MSF board or delegated representative determines support for the project.
- d. Local government unit administers TIF capture and is subject to reporting requirements.

III. Reporting requirements (TIF work plans only)

- a. BRA submits information annually to MEDC via online portal for each project currently collecting tax increment revenue
- b. MEDC and MDEQ compiles information and provides report to legislature.

SBT/MBT BROWNFIELD CREDITS

I. Amendments

- a. Amendment application is submitted and amendment request is vetted by brownfield program staff and brownfield program leadership.
- b. If amendment is supported, remaining amendment request forms and any other materials required for review is submitted to brownfield program staff.
- c. MSF board or delegated representative determines support for the project.

II. Project completion

- a. Qualified taxpayer sends certificate of completion request to MEDC brownfield staff.
- b. Certificate of completion request is reviewed and sent to MEDC compliance for review.
- c. If certificate of completion request fulfills statutory requirements, certificate of completion is issued. Qualified taxpayer may then submit the certificate of completion to Department of Treasury for refund, or tax abatement

CONTACT INFORMATION

For more information, contact the MEDC customer contact center at 517.373.9808.



Adopting a Brownfield Plan

Pursuant to the
Brownfield Redevelopment Financing Act,
1996 PA 381, as amended
Rick Snyder, Governor



C. Heidi Grether, Director

Michigan Department of Environmental Quality
www.michigan.gov/deqBrownfields



Uptown at Rivers Edge Redevelopment
City of Bay City



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

Jeff Mason, CEO

Michigan Economic Development Corporation
<https://www.miplace.org/programs/brownfield-tax-increment-financing/>

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INTRODUCTION

The Brownfield Redevelopment Financing Act, 1996 Public Act (PA) 381, as amended (Act 381) (Michigan Compiled Law [\[MCL\] 125.2651 through 125.2672](#)) authorizes Brownfield Redevelopment Authorities (BRAs) to approve Brownfield Plans and Act 381 Work Plans that help revitalize, redevelop, and reuse contaminated, blighted, functionally obsolete, or historic resources. Under Act 381, eligible school and local tax revenues can be captured and used to reduce the burden of brownfield-related costs when redeveloping affected properties through a process called tax increment financing (TIF).

Act 381 prescribes the powers and duties of BRAs and certain powers and duties of the Michigan Department of Environmental Quality (DEQ) and the Michigan Strategic Fund (MSF). The Michigan Economic Development Corporation (MEDC) serves as staff support to the MSF.

The following document is provided by the DEQ and the MSF to assist with the preparation of and adoption process for Brownfield Plans to allow for the capture of local tax increment revenue (TIR) and/or as the first step to allow for the capture of state school TIR.

This guide is designed to clarify parts of Act 381, but should not be relied upon as a substitute for a thorough reading and understanding of the statute. Users should contact their legal counsel regarding any issues with Act 381.

ACRONYMS OR DEFINITIONS

BRA – Brownfield Redevelopment Authority
CIA – Corridor Improvement Authority
DDA – Downtown Development Authority
DEQ – Department of Environmental Quality
LBRF – Local Brownfield Remediation Fund
LID – Low Impact Design
LBFTA – Land Bank Fast Track Authority
MBT – Michigan Business Tax
MCRP – Michigan Community Revitalization Program
MCL – Michigan Compiled Laws
MEDC – Michigan Economic Development Corporation
MSF – Michigan Strategic Fund
NREPA – Natural Resources and Environmental Protection Act
P.E. – Professional Engineer
QLGU – Qualified Local Governmental Unit
SBRF – State Brownfield Revolving Fund
SET – State Education Tax
TIF – Tax Increment Financing
TIR – Tax Increment Revenues
TRA – Targeted Redevelopment Area

“School” tax increment financing – includes state education tax plus taxes levied for school operating purposes (does not include intermediate school district [ISD] tax which is considered a local tax)

Part 1 - Eligibility

Eligible Property

To be considered eligible, property must be included in a Brownfield Plan and qualify as either a facility, functionally obsolete, blighted, historic resource, transit oriented property or development or targeted redevelopment area;

Properties are tax identification parcels that have corresponding legal descriptions.

"Facility/site/property" is defined by Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), MCL 324.20101(s) (also see Part 201 Citizen's Guide) or defined by Part 213, Leaking Underground Storage Tanks of NREPA, MCL 324.21303(d) and (m). The parcel(s) needs to be determined to be a facility (site or property) prior to preparation of a Brownfield Plan. Parcels adjacent or contiguous to a facility (site or property) do not have to be facilities (sites or properties) for non-environmental eligible activities to be conducted on them if the development of those parcels is estimated to increase the captured taxable value of the eligible property.

"Blighted" means property that meets any of the following criteria as determined by the governing body:

Has been declared a public nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance.

Is an attractive nuisance to children because of physical condition, use, or occupancy.

Is a fire hazard or is otherwise dangerous to the safety of persons or property.

Has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.

Is tax reverted property owned by a qualified local governmental unit, by a county, or by this state. The sale, lease, or transfer of tax reverted property by a qualified local governmental unit, county, or this state after the property's inclusion in a Brownfield Plan shall not result in the loss to the property of the status as blighted property for purposes of this act.

Is property owned or under the control of a land bank fast track authority (LBFTA) under the land bank fast track act, 2003 PA 258, as amended, MCL 124.751 through 124.774, whether or not located within a qualified local governmental unit (QLGU). Property included within a Brownfield Plan prior to the date it meets the requirements of this subdivision to be eligible property shall be considered to become eligible property as of the date the property is determined to have been or becomes qualified as, or is combined with, other eligible property. The sale, lease, or transfer of the property by a LBFTA after the property's inclusion in a Brownfield Plan shall not result in the loss to the property of the status as blighted property for purposes of this act.

Has substantial subsurface demolition debris buried on site so that the property is unfit for its intended use.

"Functionally obsolete" means that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself, or the property's relationship with other surrounding property.

"Historic Resource" means a publically or privately owned historic building, structure, site, object, feature or open space either man-made or natural, individually listed, or located within and contributing to a historic district designated by the national register of historic places, the state register of historic sites, or a local unit acting under the Local Historic Districts Act, 1970 PA 169, MCL 399.201 through 399.215.

"Targeted Redevelopment Area (TRA)" means between at least 40 and no more than 500 contiguous parcels located within a QLGU and designated as a TRA by resolution of the governing body and approved by the MSF.

A Brownfield Plan must be developed for a TRA. The TRA designation must be approved by both the local jurisdiction and the MSF, regardless if it is local only tax capture. No more than five TRAs may be approved per year across the state, and there is a maximum of two per jurisdiction, per year.

The TRA Brownfield Plan should fully describe what the goals of the project are and why the area should qualify for the designation. MSF will consider support for a TRA based on the prevalence of Brownfield conditions throughout the proposed area, and the likelihood that designation will lead to significant alleviation of Brownfield conditions. Capture on all parcels must begin at the same time within 5 years of inclusion in the Brownfield Plan.

"Transit oriented property" means property that houses a transit station in a manner that promotes transit ridership or passenger rail use.

"Transit oriented development" means infrastructure improvements that are located within ½ mile of a transit station or transit oriented property that promotes transit ridership or passenger rail use as determined by the municipality.

"Adjacent and/or contiguous" means parcels adjacent and/or contiguous to eligible property if the development of the adjacent and/or contiguous parcels is estimated to increase the captured taxable value of that property. *Property adjacent to a facility may be included in a Brownfield Plan, but eligible activities can only occur on the eligible property.*

Publicly owned streets, alleyways, waterways, public or private easements, or similar divisions crossing or separating parcels may be ignored when determining adjacent and/or contiguous status, as long as the divided or separated parcel is under the same ownership as the qualifying property and is within reasonable distance and no major obstruction between the parcels.

Eligible Activities

Eligible Activities are actions that are undertaken to redevelop a brownfield property, the costs for which are eligible for reimbursement via TIF. The MSF approves eligible activities based on QLGU (or Core Community) status. Please see the detailed list here to determine whether your municipality is a QLGU.

In general the following activities are eligible under Act 381:

- Brownfield Plan and Act 381 Work Plan preparation
- Brownfield Plan and Act 381 Work Plan implementation
- Interest paid on eligible activities

Eligible Environmental Activities

- Pre-demolition and building hazardous materials surveys
- Asbestos, mold, and lead surveys
- Department specific activities including:
 - Site investigations and baseline environmental assessments (BEAs)
 - Due care activities including preparing a plan for compliance with due care
 - Response activities
 - Removal and closure of underground storage tanks (USTs)
 - Disposal of solid waste, as defined in Part 115, Solid Waste Management, of NREPA, MCL 324.11501 through 324.11554
 - Dust control during construction
 - Removal and disposal of contaminated lake or river sediments
 - Industrial cleaning
 - Sheeting and shoring necessary for safe removal of contaminated materials
 - Lead, mold, or asbestos abatement when they are an imminent and significant threat
 - Demolition that is a response activity
 - Environmental insurance
 - Other environmental actions in addition to the minimum requirements of due care
- According to Act 381 Section 13b(9)(b), local TIR may be used to conduct eligible environmental activities on eligible property or prospective eligible properties prior to approval of a Brownfield Plan, if those costs and eligible property are subsequently included in a Brownfield Plan.

Non-Environmental Eligible Activities

- Statewide
 - Lead, mold, or asbestos surveys and abatement
 - Site and building demolition that is not a response activity
 - Relocation of public buildings or operations for economic development purposes
- Site located in a QLGU, economic opportunity zone, or that is a former mill
 - Infrastructure improvements that directly benefit an eligible property
 - Site preparation that is not a response activity
- Site owned or controlled by a QLGU or LBFTA
 - Infrastructure improvements that directly benefit an eligible property
 - Site preparation that is not a response activity
 - Assistance clearing or quieting a title to, selling, or otherwise conveying property and acquisition of a property by the QLGU or LBFTA

Please consult with DEQ and/or MEDC staff prior to incurring costs so all parties clearly understand which activities are potentially eligible, and the timeframe for incurring the costs. Any costs incurred for MSF eligible activities prior to approval of the Brownfield Plan, Work Plan, or Combined Brownfield Plan are made at the risk of the project, and school TIF may not be approved for those activities.

Costs incurred for DEQ eligible activities prior to Work Plan approval are not eligible for reimbursement for school TIF with the exception of pre-approved activities. Eligible activities may be conducted using only local TIR without DEQ approval of a Work Plan.

Refer to the Act 381 Work Plan Guidance for further information on costs the DEQ and MSF may consider eligible for capture of school taxes and submittal of an Act 381 Work Plan or Combined Brownfield Plan.

Part 2 - Tax Increment Financing

Initial Taxable Value and Increment

Cleanup and redevelopment of a brownfield property will increase the taxable value of the property, and therefore will increase the property taxes generated from the property. The increased tax revenues above the base taxable value resulting from redevelopment are known as Tax Increment Revenue (TIR), or more commonly as captured taxes. Taxes captured under Act 381 can reimburse eligible environmental and non-environmental activity costs. Taxing jurisdictions continue to receive base year tax revenues until the Brownfield Plan ends, at which time the TIR reverts to the taxing jurisdictions.

The property's initial taxable value (or "base year") can be the year in which the Brownfield Plan is approved, or the next assessment year following approval of the Brownfield Plan.

If TIR is not generated for three consecutive years due to declines in taxable value, the initial assessed (taxable) value may be lowered through a Brownfield Plan amendment once during the term of the Plan.

Tax Increment Revenue Initial Capture Date and Capture Period

For eligible property included in a Brownfield Plan, the beginning date of capture of TIR shall be identified to begin up to five years from the Brownfield Plan approval date, after which, the 30 year limit for capture begins. The beginning date of capture may not be amended if the jurisdiction has begun to reimburse costs on the eligible property.

TIR capture does not have to be collection of actual dollars, but is the date that was set in the Brownfield Plan to begin capture within five years of the eligible property being approved in the Brownfield Plan.

A Brownfield Plan that did not include tax capture, but was created for the purposes of an MBT tax credit cannot be amended to begin capture if it is outside of five years from the original approval date. However, the Brownfield Plan is considered valid for the term of the MBT credit eligible investment period.

If an eligible property was not previously included in the Brownfield Plan and is being added via an amendment, the beginning date of capture of TIR can begin up to five years from the date that the eligible property is included in the amended Brownfield Plan. The number of years of tax capture for the eligible properties in the original Brownfield Plan remains the same as originally approved.

If seeking capture of state school taxes, the TIF table template format provided by the DEQ and MSF is required for approval.

TIR and Applicable Taxes

TIR from all ad valorem, personal property, and specific taxes, including taxes levied for school operating purposes, are eligible for capture with approval from the DEQ and/or MSF. The intermediate school district tax is not a school tax under Act 381.

If a new millage is passed by the jurisdiction after the Brownfield Plan has been approved, that new millage is added to, and captured as, TIR.

Neither ad valorem special assessments nor State Essential Services Assessments are available for capture under a Brownfield Plan. Taxes levied to pay off specific obligations such as bonds are typically not available for capture.

The amount of allowable local and school tax capture is limited to the actual cost of eligible activities approved by the DEQ and/or MSF, except as provided by Act 381 Section 8 for deposit into the local brownfield revolving fund (LBRF).

Proportionality of School and Local Taxes

If seeking to capture school TIR, refer to the Act 381 Work Plan Guidance for information regarding the proportionality between school and local taxes.

Part 3 - Liability

Liable Party Prohibitions for Environmental Activities

Act 381 Section 13(b)(1) does not prohibit a BRA from using local TIR to conduct environmental eligible activities when a party who is responsible for an activity causing a release (responsible party or person) under MCL 324.20126 and MCL 324.21323a may benefit from the project. However, school TIR cannot be used when a responsible party may benefit. Refer to the [Act 381 Work Plan Guidance](#) for help on liability questions.

Part 4 - Local Brownfield Revolving Fund

According to Act 381 Section 8, a BRA may establish a Local Brownfield Revolving Fund (LBRF) and approve TIR capture in excess of eligible costs.

- Excess TIR captured for the LBRF cannot exceed the total cost of eligible DEQ activities approved in the Brownfield Plan.
- Excess school TIR captured for the LBRF cannot exceed the total cost of eligible DEQ activities in an approved Act 381 Work Plan.
- School TIR may not be captured on eligible activities approved by the MSF for deposit into the LBRF.

The BRA may use both local and school portions of the LBRF to conduct eligible activities on other eligible properties without DEQ or MSF approval.

Act 381 does not expressly prohibit a BRA from establishing an LBRF after a Brownfield Plan has been adopted. However, if tax capture has begun or is completed for a specific project, then the BRA should amend the Brownfield Plan to capture TIR for an additional five years or up to the statutory limits of funding (no more than the original amount of TIF and no more than the amount of school TIR approved for capture) for the LBRF.

If you are requesting school TIR for your LBRF, the DEQ requires an Act 381 Work Plan that includes a description of the eligible activities and will undertake its normal review of those activities.

Part 5 – Brownfield Plans

A Brownfield Plan has three main functions:

1. It establishes the boundary of the eligible property
2. It describes how the eligible property qualifies as a Brownfield
3. It outlines the costs of the eligible activities that must be undertaken to alleviate the Brownfield conditions and prepare the site for redevelopment

Please see the Brownfield Plan Template or Combined Brownfield Plan Instructions on the MEDC website for a detailed explanation of specific information that needs to be incorporated into the Brownfield Plan.

How to Adopt a Brownfield Plan

Step 1 – Brownfield Plan Preparation

Act 381 Section 13(2) requires a Brownfield Plan to include:

- A description of the costs to be paid with the TIR
- A brief summary of the eligible activities proposed for each eligible property
- For properties owned or controlled by a LBFTA, a listing of all eligible activities and a brief summary of eligible activities that may be conducted on one or more of the eligible properties
- An estimate of the anticipated captured taxable value and TIR from the eligible property for each year of the Brownfield Plan, including deposits in the LBRF
- The method by which the cost to implement the Brownfield Plan will be financed, including a description of any advances made from the municipality
- The maximum amount of note or bonded indebtedness to be incurred, if any
- The proposed beginning date and duration of TIR
- An estimate of the total anticipated TIR for the duration of the Brownfield Plan for all taxing jurisdictions in which the eligible property is located
- Eligible property information including:
 - A legal description of the eligible property(ies)
 - A map showing the location and dimensions of each eligible property
 - A statement of the characteristics that make the property eligible
 - A statement indicating whether personal property is included in the eligible property's taxable value
 - If the project is located on property that is functionally obsolete, the taxpayer shall include with the application, an affidavit signed by a Michigan Certified Assessing Officer (former level 3 assessor) or Michigan Master Assessing Officer (former level 4 assessor), which states that it is the assessor's expert opinion that the property is functionally obsolete and the underlying basis for that opinion.
- An estimate of the number of persons residing on each eligible property to which the Brownfield Plan applies and the number of families and individuals to be displaced
- A plan for establishing priority for the relocation of persons displaced by implementation of the Brownfield Plan
- Provision for the costs of relocating persons displaced by implementation of the Brownfield Plan, and financial assistance and reimbursement of expenses, including litigation expenses and expenses incidental to the transfer of title, in accordance with the standards and provisions of Chapter 61, Federal Uniform Relocation Assistance and Real Property

Acquisition Policies for Federal and Federally Assisted Programs, of the Public Health and Welfare Law, U.S. Code 42, as amended 4601 through 4655.

- A strategy for compliance with the Relocation Assistance Act, 1972 PA 227, MCL 213.321 through 213.332
- Other material that the BRA or governing body considers pertinent to the Brownfield Plan

Tips:

- Tax parcel identification number(s) should be included in the Brownfield Plan in addition to the legal description.
- The maximum duration of a Brownfield Plan is 35 years (up to five years to begin capture and up to 30 years for capture); however, capture of TIR from an eligible property is limited to the lesser of the length of time required to reimburse eligible costs and deposit to the LBRF or 30 years.
- A Brownfield Plan should identify if interest costs associated with the financing of the eligible activities will be reimbursed, if school TIR will be used for interest reimbursement, the interest rate, and interest amount. An interest calculator is provided on the MEDC website.
- The BRA may adopt multiple Brownfield Plans, each with a single property, or groups of properties, or a single Brownfield Plan with multiple properties.
- The BRA should approve the Brownfield Plan and forward it to the local governing body for a public hearing and required approval.
- Brownfield Plan Template and Instructions are provided on the MEDC website.

Step 2 – Public Hearing Notification

The local governing body must hold a public hearing before approving or amending a Brownfield Plan. Public hearing notices must state the time, date and place of the public hearing, and state that the property description, maps, description of the Brownfield Plan, and other appropriate information is available for public review at a specified location. The notices must also state that all aspects of the Brownfield Plan are open for discussion at the public hearing.

Tips:

- The local governing body may delegate the public hearing process to the BRA or to a subcommittee of the governing body.
- A sample Notice of Public Hearing is provided on the MEDC website.

Step 3 – Taxing Jurisdiction Notification

The local governing body must notify all affected taxing jurisdictions from which TIR will be captured under the Brownfield Plan. The draft Brownfield Plan should be submitted to all affected taxing jurisdictions with the notice to inform them of the Brownfield Plan's fiscal and economic implications.

Taxing jurisdictions must be notified with a notice to all affected taxing jurisdictions at least ten days prior to the public hearing on the Brownfield Plan. If the Brownfield Plan includes the capture and use of school taxes, the governing body must also notify the DEQ and/or the MSF depending on the types of eligible activities to be reimbursed with school taxes. This notice must also be given at least 10 days prior to the public hearing on the Brownfield Plan. The same notification that is provided to the taxing jurisdictions can be used for notifying the DEQ and MSF. For address/contact information refer to the Act 381 Work Plan Guidance.

Tip:

- A sample Notice to All Affected Taxing Jurisdictions is provided on the MEDC website in the Act 381 Sample Notices and Documents.

Step 4 – Public Hearing

The local governing body must hold the public hearing on the date stated in the notice in accordance with the Open Meetings Act, 1976 PA 267, MCL 15.261 through 15.275 and any local requirements, and note all comments including all data presented at the hearing.

Step 5 – Adoption of a Brownfield Plan

The governing body must determine whether the project described in the Brownfield Plan constitutes a public purpose. If the Brownfield Plan is determined to constitute a public purpose, the governing body may adopt the Brownfield Plan by resolution. The resolution must include a series of factual findings and legal conclusions related to financing and other issues.

Tips:

- If the BRA wants to use school taxes for certain environmental eligible activities, an Act 381 Work Plan “Work Plan” or “Combined Brownfield Plan” must be submitted and approved by the DEQ.
- If the BRA wants to use school taxes for non-environmental eligible activities, a Work Plan or Combined Brownfield Plan must be submitted and approved by the MSF. In addition, a development agreement or reimbursement agreement between the BRA or municipality and owner or developer of the eligible property is required.
- It’s helpful to provide DEQ and/or MEDC with a draft Work Plan or Combined Brownfield Plan prior to approval.
- Procedure, adequacy of notice and findings with respect to purpose and captured tax value shall be presumptively valid unless contested in a court of law within 60 days after the governing body adopts the Brownfield Plan.
- A sample Resolution Adopting a Brownfield Plan is provided by the MSF and DEQ.

Concurrence

The village, city or township where the property is located must concur when a property from its jurisdiction will be included in a county BRA’s Brownfield Plan. The executive body of the local jurisdiction must approve tax capture for the project via resolution.

Administrative Fees

A BRA may use local TIR for BRA administrative and operating expenses. In each fiscal year, the amount of TIR that can be used for administrative and operating expenses purposes is:

NUMBER OF ACTIVE PROJECTS	AMOUNT
5 OR FEWER	\$100,000
6 TO 10	\$125,000
11 TO 15	\$175,000
16 TO 20	\$200,000
26 TO 30	\$300,000
31 OR MORE	\$500,000

Fees may be increased by increments of two percent (2%) for each written agreement entered into by a County BRA to serve as another municipality's BRA, or 2% if a BRA enters into an agreement with one or more other authorities to administer one or more administrative operations of those other authorities, up to ten percent (10%) total.

State Brownfield Redevelopment Fund

The State Brownfield Redevelopment Fund (SBRF) is a revolving fund within the Department of Treasury. If school taxes will be captured, refer to the [Act 381 Work Plan Guidance](#) regarding SBRF contribution requirements. SBRF contribution is not required for Brownfield Plans that will reimburse eligible expenses solely with local TIR.

Combined Brownfield Plan

According to Act 381 Section 15, a BRA may submit a Combined Brownfield Plan to the DEQ and/or MSF for review. A Combined Brownfield Plan contains all of the information required in a Brownfield Plan and an Act 381 Work Plan, potentially reducing review and approval time.

The BRA must notify the DEQ and/or MSF At least 30 days prior to the public hearing that the BRA is seeking approval of the Combined Brownfield Plan.

Combined Brownfield Plan Instructions are provided on the MEDC website.

Brownfield Plan Amendment

A BRA may wish to amend a Brownfield Plan to include additional costs. If school TIR will be used for the additional costs, the BRA must seek approval from the MSF and DEQ for those costs through an Act 381 Work Plan or amendment of the original Act 381 Work Plan, or the BRA can approve the additional costs using only local TIR.

Abolishing or Terminating a Brownfield Plan

When a project is finished and all costs under that Brownfield Plan have been reimbursed, the governing body may abolish the Brownfield Plan. If eligible activities in the Brownfield Plan fail to occur within two years following the date of the resolution adopting the Brownfield Plan, the governing body may terminate the Brownfield Plan via resolution provided that the governing body first gives the developer 30 days' prior written notice and provides the developer an opportunity to be heard at a public hearing.

If a new project later develops on eligible property that was in a Brownfield Plan previously terminated, the jurisdiction may create a new Brownfield Plan for that property, which would restart the five year clock for TIR capture to begin, and TIR may be captured for up to 30 years on the property under the new Brownfield Plan. If seeking capture of school taxes, the SBRF contribution is applicable to the properties under the new Brownfield Plan.

Abolishing or Terminating a Brownfield Plan that includes a Single Business Tax (SBT) or Michigan Business Tax (MBT) brownfield credit may impact the availability of the credit. Please contact Brownfield staff for further information.

Part 6 – Brownfield Annual Reporting

BRAs are required by law to annually report Act 381 Brownfield TIR to the MEDC. Reports are due no later than August 31 for the previous year via an online portal. Please note that jurisdictions are required to report both local and school tax capture.

The BRA is still responsible for completing all appropriate information in the portal in order to be compliant, even when it has no TIR to report.

Please be aware that failure to report by the deadline will result in the MSF and DEQ withholding financial support from the jurisdiction's future projects.

Annual reporting information can be found on the MEDC website.

**Brownfield Plan
Great Lakes Center for the Arts/Bay Harbor
City of Petoskey, Emmet County, Michigan**

May 2, 2016

**Prepared with the assistance of:
Otwell Mawby, P.C.
Project 05-195E**

**Concurrence by Petoskey
City Council: May 2, 2016**

**Approved by Emmet County
Brownfield Redevelopment Authority: May 6, 2015**

Public Hearing: May 19, 2016

**Approved by Emmet County
Board of Commissioners: May 19, 2016**

**Brownfield Plan
Great Lakes Center for the Arts/Bay Harbor
City of Petoskey, Emmet County, Michigan**

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Figure 1	Eligible Property Location Map
Figure 2	Eligible Property Parcel Map

PROJECT SUMMARY

The proposed project is for the construction of a performing arts center for the region with accompanying retail and residential development. The Great Lakes Center for the Arts will bring world-class performances and entertainment to Northern Michigan, offering the highest caliber programming across all genres of music, dance, theater, movies and film, as well as intellectual dialogue and impactful arts education programs.

The Great Lakes Center for the Arts is a nonprofit corporation formed to construct the performing arts center. The estimated cost of construction is \$25 million, and as of December, 2015, \$19.9 million has been raised.

There are significant environmental, site preparation and infrastructure costs for the Arts Center which put a substantial strain on the development budget and fundraising efforts. The proposed method of financing these costs is through the capture of increased incremental taxes generated by associated private development. In order to stimulate private investment on property that has remained dormant for 20 years, Brownfield TIF is also being requested for the environmental, site preparation and infrastructure needed to prepare the property for development. The Brownfield Plan assumes State tax capture for Environmental Eligible Activities only.

The redevelopment is consistent with the Bay Harbor Master Plan and Resort Township zoning. Initial work is anticipated to begin in Spring 2016, with tax increment capture beginning in 2017. The overall estimated investment is approximately \$45 million.

Project Name:	Great Lakes Center for the Arts/Bay Harbor
Project Location:	The Eligible Property is located within the City of Petoskey through an Act 425 Agreement with Resort Township, Emmet County, Michigan. The legal descriptions and parcel identification numbers are including in the Appendix.
Type of Eligible Property:	Part 201 Facility, Adjacent or Contiguous
Eligible Activities:	Environmental, Site Demolition, Site Preparation and Infrastructure.
Eligible Activity Costs: (excluding interest)	\$3,417,130
Years to Complete Eligible Activities Payback:	20 years
Estimated Eligible Investment:	\$45,000,000
Annual Tax Revenue Before Project:	\$267,168
Estimated Annual Tax Revenue in First Year After Brownfield Capture Completed:	\$1,208,372

BROWNFIELD PLAN

GREAT LAKES CENTER FOR THE ARTS/BAY HARBOR CITY OF PETOSKEY, EMMET COUNTY, MICHIGAN

EMMET COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

Introduction

Act 381, P.A. 1996, as amended, was enacted to promote the revitalization, redevelopment and reuse of contaminated, tax reverted, blighted, functionally obsolete, or historic property through incentives adopted as part of a Brownfield Plan.

The Brownfield Plan must be approved by the county brownfield redevelopment authority established under Act 381 and the county board of commissioners, with the concurrence of the local government in which the project is located in order to take effect. The Michigan Department of Environmental Quality (MDEQ) must approve certain Environmental Eligible Activities and the Michigan Strategic Fund (MSF) must approve Non-Environmental Eligible Activities if state taxes are to be captured.

The Emmet County Board of Commissioners established the Emmet County Brownfield Redevelopment Authority under the procedures required under Act 381 and filed with the Secretary of State on July 26, 1999.

This Brownfield Plan is for the development of the Great Lakes Center for the Arts and associated private development in Bay Harbor, in the City of Petoskey, Emmet County, Michigan. The Brownfield Plan describes the public purpose, qualifying factors for determining the site as Brownfield Eligible Property, the Brownfield Eligible Activities and estimated costs, the impacts of tax increment financing, and other project factors.

The Brownfield Plan assumes that State tax capture is not available for Non-Environmental Eligible Activities. If State tax capture does become available, there will not be a need to amend the Brownfield Plan, since the tax capture period will be significantly reduced.

Public Purpose (MCL 125.2664(1):

The development of a performing arts center and the attendant retail and residential development will enhance arts, entertainment, and cultural activities in the region, increase tourism, create jobs, and provide a significant increase in tax base. The Great Lakes Center for the Arts will provide a significant asset to the community.

The Project investment is anticipated to be a total of \$45 million, adding to the local and state tax base, with additional property taxes estimated at over \$1.2 million per year (following the retirement of the Brownfield reimbursement obligation).

Description of Project and Plan Costs (MCL 125.2663(1)(a):

The proposed project is for the construction of a performing arts center for the region with accompanying retail and residential development. The Great Lakes Center for the Arts will bring world-class performances and entertainment to Northern Michigan, offering the highest caliber programming across all genres of music, dance, theater, movies and film, as well as intellectual dialogue and impactful arts education programs. The Center will be approximately 35,500 square feet which includes an intimate 500 seat theater housing a large stage that meets the demands of internationally acclaimed artists and companies, a multipurpose room for educational programming and events, and patron areas including a rooftop deck and lounge.

A 1999 Emmet and Charlevoix County Community Cultural Plan identified the goal of developing a new mid-size theater with Bay Harbor Village envisioned as a target location. Another goal of the Plan was to provide a cultural destination for residents and visitors. As a result, the center is expected to attract cultural visitors to the region who, research has documented, spend more, stay longer, are more likely to stay in lodging, and pursue “shoulder season” visits more often than average travelers.

The Great Lakes Center for the Arts is a nonprofit corporation formed to construct the performing arts center. The estimated cost of construction is \$25 million, and as of December, 2015, \$19.9 million has been raised.

As part of the overall project and implementation of the Master Plan, additional retail and residential development will be developed near the Center with an estimated value of over \$20 million when complete.

The Eligible Property includes two primary parcels qualifying as Eligible Property as Part 201 Facilities and sixty smaller parcels qualifying as adjacent or contiguous property, as shown in the Eligible Property map. Eligible Activities include environmental due diligence and due care, site demolition, site preparation, infrastructure, interest, work plans, and administrative and operating costs.

The maximum Eligible Activity costs are estimated at \$3,417,130.

MDEQ Environmental Eligible Activities include:

- Baseline Environmental Assessment Activities, including Phase I and Phase II Environmental Site Assessments, Baseline Environmental Assessment; and
- Due Care Activities including additional investigation, Due Care Plan, installation of protective barriers, and removal of contaminated soil during development;

Non-Environmental Eligible Activities include:

- Site Demolition;
- Site Preparation; and
- Infrastructure, including road improvements, water and sewer improvements, and a non-motorized trail extension;

Other Eligible Activities include:

- Interest on 80% of the cost of Eligible Activities attributable to the GLFCA only up to 3.5%;
- Local Site Remediation Revolving Fund limited to match Eligible State Tax LSRRF Capture;
- Brownfield Plan and Act 381 Work Plan development and approval; and
- Administrative and operating costs of the ECBRA with local tax capture only.

SUMMARY OF MAXIMUM ELIGIBLE COSTS GREAT LAKES CENTER FOR THE ARTS/BAY HARBOR

Environmental Eligible Activity Costs Maximum	
Baseline Environmental Assessment Activities	\$21,000
Due Care Activities	\$55,000
Contingency	\$11,400
Interest (3.5% at 5 years - 80% GLCFA EA Only)	\$4,293
Work Plan Review & Approval,	\$15,000
Admin/Operating Costs	\$25,000
ENVIRONMENTAL ELIGIBLE ACTIVITY TOTAL	\$131,693
Non-Environmental Eligible Activity Cost Maximum	
Lead/Asbestos Abatement, Demolition	\$102,808
Site Preparation	\$1,224,231
Infrastructure	
Road Improvements	\$1,205,054
Sewer/Water/Stormwater	\$567,637
Trail Development	\$100,000
Interest (3.5% at 15 years- 80% GLCFA EA Only)	\$370,770
Work Plan Review & Approval	\$15,000
Admin/Operating Costs	\$75,000
NON-ENVIRONMENTAL ELIGIBLE ACTIVITY TOTAL	\$3,660,500
GREAT LAKES CENTER FOR THE ARTS/BAY HARBOR	\$3,792,193
LOCAL SITE REMEDIATION REVOLVING FUND	\$104,290
STATE BROWNFIELD FUND	\$33,290
TOTAL	\$3,929,773

Summary of Eligible Activities (MCL 125.2663(1)(b):

Act 381 provides for the costs of certain eligible activities to be reimbursed through tax increment financing. The following is a summary of Environmental Eligible Activities and Non-Environmental Eligible Activities.

Environmental Eligible Activities

1. Baseline Environmental Assessment: The work scope is to conduct Phase I Environmental Site Assessments (ESAs), Phase II ESAs, and prepare Baseline Environmental Assessments to provide an exemption from environmental liability for pre-existing contamination for the Great Lakes Center for the Arts.

- A. Phase I ESA: A Phase I ESA will be conducted for the parcel being donated for the Great Lakes Center for the Arts, consistent with ASTM Standard E1527-13. The Phase I ESA will include a review of historical and current information, including regulatory agency files, historical maps, and past uses to evaluate the potential for contamination, a site inspection of both the grounds and the exterior and interior of buildings on the property, and interviews with individuals knowledgeable about the past use of the property to identify any Recognized Environmental Conditions (RECs). A Phase I report will be provided with documentation of the research and identification of any RECs.
- B. Phase II ESA: Historical use of the Site as a former cement plant has resulted in contamination with hazardous substances above the MDEQ Part 201 Generic Residential Cleanup Criteria (GRCC). Environmental investigations have identified GRCC exceedances of metals, Volatile Organic Compounds (VOCs), and Semi-Volatile Organic Compounds (SVOCs) in soil. As a result, the two primary properties for the overall Brownfield Plan are considered Part 201 Facilities under Act 451, P.A. 1994 as amended. Phase II assessment activities are proposed to support preparation of BEAs. The specific scope of the Phase II assessments will depend on the known and expected contamination in the area to be redeveloped.
- C. Baseline Environmental Assessment: The subject property has been identified as a “Facility” based on the findings of previous environmental investigations conducted on the property. These findings, as well as the results of any supplemental investigation, will be used to prepare Baseline Environmental Assessments (BEAs) for the Great Lakes Center for the Arts for the Eligible Property. The BEA will be completed in general accordance with the Michigan Department of Environmental Quality’s (MDEQ’s) “*Contents of BEA Report*,” dated April 2011.
2. Due Care Investigation and Activities: While the BEA provides an exemption from environmental liability for pre-existing contamination, new purchasers have due care obligations to prevent exposure to or exacerbation of pre-existing contamination. There are three primary due care activities proposed under this Brownfield Plan:
- A. Phase II ESA Investigation: Due to the historical presence of contaminated soil on the Eligible Property, additional investigation may be required to determine if exposure pathways are complete and if mitigation measures are required.

- B. Due Care Plan Preparation: Following the completion of the Phase II ESA and determination of the redevelopment details of each future land use, the data summary and recommendations for meeting due care obligations will be included in a Due Care Plan. The Due Care Plan will describe the known contamination, proposed redevelopment activities, plans for mitigating unacceptable exposures and preventing exacerbation, recommendations for filing abandon container notices, notices to third parties who may be exposed to contamination (e.g., utility workers), and filing of Notices of Migration of Contamination, if necessary. In addition, an Environmental Construction Management Plan will be prepared to detail measures to protect on-site workers and construction measures to meet due care obligations.
- C. Due Care Exposure Pathway Mitigation: The Due Care Plan and Environmental Construction Management Plan will identify specific measures to be taken to address due care requirements. These activities could include: soil remediation; developing and implementing a soils management plan to safely relocate soils on the property; engineered barriers to prevent direct contact with soils or vapors; and/or institutional controls.

Other Activities

Brownfield Plan and Work Plan: The preparation and approval of the Brownfield Plan and Act 381 Work Plans are included as Eligible Activities. These costs are allocated between Environmental Eligible Activities and Non-Environmental Eligible Activities.

Administrative and Operating Costs: An estimate of reasonable and actual administrative and operating costs of the Emmet County Brownfield Redevelopment Authority (ECBRA) is included as Eligible Activities. These costs are split between Environmental Eligible Activities (25%) and Non-Environmental Eligible Activities (75%).

Interest: Eligible Activities undertaken by the GLCFA and Bay Harbor will be privately financed. Reimbursement will be based on actual interest of the unreimbursed Brownfield obligation incurred and disbursed at the end of the reimbursement period. For the purposes of the Brownfield Plan financial analysis, interest is estimated on 80% of the Environmental Eligible Activity Costs for the GLCFA only at 3.5%.

Estimated Cost of Eligible Environmental Activities

Environmental Eligible Activities	Estimated Cost
Baseline Environmental Assessment	\$21,000
Due Care Activities	\$55,000
Contingency (15%)	\$11,400
Subtotal	\$87,400
Interest (3.5% on 80% of GLCFA EA only)	\$4,293
Work Plan Development and Review Cost	\$15,000
Subtotal	\$106,693
Brownfield Authority Administrative and Operating Cost	\$25,000
Environmental Eligible Activities Total	\$131,693

Non-Environmental Eligible Activities

1. Site Demolition: In preparation for site redevelopment, some existing infrastructure will be demolished and removed from the Eligible Property. The scope of work includes engineering specifications, procurement and demolition of unusable asphalt and infrastructure.
2. Site Preparation: Site preparation will consist of geotechnical engineering, temporary site and erosion control, removal of unsuitable soils and engineered fill, land balancing and grading, geotechnical measures, and an urban stormwater system.
3. Infrastructure: Infrastructure will include major road improvements, water and sewer, and non-motorized trail extension to accommodate and facilitate the development.

Estimated Cost of Non-Environmental Eligible Activities

Eligible Activities	Estimated Cost
Site Demolition	\$102,808
Site Preparation	\$1,224,231
Infrastructure	\$1,872,691
Subtotal	\$3,199,730
Interest (3.5% on 80% of GLCFA EA only)	\$370,770
Work Plan Development and Review Cost	\$15,000
Subtotal	\$3,585,500
Brownfield Authority Administrative and Operating Cost	\$75,000
Non-Environmental Eligible Activities	\$3,660,500

Other Activities

Brownfield Plan and Work Plan: The preparation and approval of the Brownfield Plan and Act 381 Work Plans are included as Eligible Activities. These costs are allocated between Environmental Eligible Activities and Non-Environmental Eligible Activities.

Administrative and Operating Costs: An estimate of reasonable and actual administrative and operating costs of the Emmet County Brownfield Redevelopment Authority (ECBRA) is included as Eligible Activities. These costs are split between Environmental Eligible Activities and Non-Environmental Eligible Activities.

Interest: Eligible Activities undertaken by the GLCFA and Bay Harbor will be privately financed. Reimbursement will be based on actual interest of the unreimbursed Brownfield obligation incurred and disbursed at the end of the reimbursement period. For the purposes of the Brownfield Plan financial analysis, interest is estimated on 80% of the GLCFA Non-Environmental Eligible Activity Costs only at 3.5%.

Estimate of Captured Taxable Value and Tax Increment Revenues (MCL 125.2663(1)(c):

The initial taxable value for the Eligible Property will be set at the taxable value as of the approval date of this Brownfield Plan, anticipated to be May 12, 2016, based on the most recent assessment roll for which equalization has been completed. The initial taxable value established by this Brownfield Plan is based on the taxable value of the most recent assessment role for which equalization has been completed, which is December 31, 2014 and is \$5,667,835.

Brownfield Tax Increment Financing (TIF) capture is proposed to begin January 1, 2018 and is estimated to continue for 20 years for reimbursement of Brownfield Eligible Activities, including local tax capture of an estimated \$52,145 for the Local Site Remediation Revolving Fund (LSRRF) equivalent to State tax capture of equal to MDEQ Environmental Eligible Activities, estimated at up to \$52,145.

This Brownfield Plan provides for the distribution of inflationary increases on the initial taxable value to the taxing jurisdiction on a pro rata share, based on the millage rates for each taxing jurisdiction. This distribution does not affect the initial taxable value, which remains fixed at the value as of December 31, 2014. The revenue from inflationary increases is estimated at over \$1.6 million in

revenues to taxing jurisdictions during the estimated time of tax capture under the Brownfield Plan, 20 years.

In addition, eighty percent (80%) for available tax increment revenues will be captured for reimbursement of Brownfield Eligible Activities. The balance, twenty percent (20%) will be distributed to taxing jurisdictions. The 20% allocation revenues are estimated at over \$1.0 million.

This unique allocation will provide over \$2.6 million in additional revenues over what Act 381 allows for Brownfield Tax Increment Financing capture over the life of the Brownfield Plan.

The estimated of Captured Taxes includes Environmental and Non-Environmental Eligible Activities, interest, work plan development and approval, and Administrative and Operating Costs. In addition, the State Brownfield Fund which capture 3 mils over the time of State tax capture, in this case, four years for Environmental Eligible Activities. The Brownfield Authority can capture local taxes for up to 5 years after the Eligible Activity costs are met and an equivalent amount of State taxes for Environmental Eligible Activities for a Local Site Remediation Revolving Fund (LSRRF). For this Brownfield Plan, additional local tax of an estimated \$52,145 will be captured for the LSRRF equivalent to State tax capture of equal to MDEQ Environmental Eligible Activities, estimated at up to \$52,145. The following is a summary of the estimated captured taxes by category:

Estimated Captured Taxes Total	
Category	Estimated Capture
Environmental and Non-Environmental Eligible Activity	<i>\$3,287,130</i>
Work Plan Development and Approval	<i>\$30,000</i>
Administrative and Operating Costs	<i>\$100,000</i>
Subtotal	<i>\$3,417,130</i>
Interest	<i>\$375,063</i>
Subtotal	<i>\$3,792,193</i>
State Brownfield Fund	<i>\$33,290</i>
Local Site Remediation Revolving Fund	<i>\$104,290</i>
Estimated Captured Taxes Total	<i>\$3,929,773</i>

The redevelopment investment for the entire eligible property is estimated at \$45,000,000.

Table 2 identifies taxable values for real and personal property, including tax increment revenues for the Eligible Property. The cash flow analysis for the project indicates payoff of the Eligible Activity obligation in four (4) years for State capture for Environmental Eligible Activities, twenty (20) years for Local Tax Capture, including State tax capture local tax capture for the Local Site Remediation Revolving Fund.

The Eligible Activities are anticipated to be initiated in Spring 2016, with construction of the Great Lakes Center for the Arts anticipated to begin in Summer 2016. Private development is anticipated to begin in Fall 2016 and continued to be phased over 10 years, with tax increment capture beginning January 1, 2018. Table 3 provides a graphic representation of the tax capture and tax increment revenues. The actual tax increment captured will be based on taxable value set through the property assessment process by the local unit of government and equalized by the County and the millage rates set each year by the taxing jurisdictions. The estimated tax increment captured by the Authority is summarized in the table below and detailed in Table 2.

Estimated Tax Increment Capture by the Authority

Year	Total Tax Revenues	Captured Taxes		Year	Total Tax Revenues	Captured Taxes	
2017	\$294,891	\$0		2032	\$1,025,495	\$273,747	
2018	\$327,357	\$31,764		2033	\$1,063,853	\$286,799	
2019	\$374,465	\$65,433		2034	\$1,096,909	\$297,536	
2020	\$421,986	\$99,346	(1)	2035	\$1,129,964	\$308,206	
2021	\$489,304	\$121,015	(2)	2036	\$1,163,019	\$318,810	
2022	\$562,692	\$106,300		2037	\$1,185,415	\$170,186	(3)
2023	\$634,606	\$134,180		2038	\$1,208,372	\$0	
2024	\$708,200	\$162,719		2039	\$1,231,902	\$0	
2025	\$759,197	\$181,611		2040	\$1,256,020	\$0	
2026	\$800,649	\$196,395		2041	\$1,280,741	\$0	
2027	\$839,007	\$209,810		2042	\$1,306,081	\$0	
2028	\$877,365	\$223,167		2043	\$1,332,054	\$0	
2029	\$911,481	\$234,665		2044	\$1,358,676	\$0	
2030	\$948,779	\$247,453		2045	\$1,385,963	\$0	
2031	\$987,137	\$260,631		2046	\$1,413,933	\$0	

(1) State Tax Capture Eligible Activity Obligation Met

(2) State LSRRF Obligation Met

(3) Local Tax Capture Eligible Activity LSRRF Obligation Met

Total	\$28,375,514	\$3,929,773
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State Brownfield Fund (\$33,290)

Balance \$3,896,484

Method of Financing Plan Costs (MCL 125.2663(1)(d):

The costs for the Eligible Activities will be paid for by the GLCFA and the developer using private financing, with revenues for reimbursement from Brownfield tax increment capture. Financing costs are provided in this Brownfield Plan on 80% of the Eligible Activity costs attributable to the GLCFA only at 3.5%. Total financing costs are estimated at \$375,063.

Maximum Amount of Indebtedness (MCL 125.2663(1)(e):

The maximum amount of indebtedness will be \$3,417,130, plus \$375,063 in interest.

Duration of Brownfield Plan (MCL 125.2663(1)(f):

The duration of the Brownfield Plan will be the time to capture taxes in an amount equal to the Eligible Activity obligation or *limited to twenty (20) years from January 1, 2018*, the first year of capture,

whichever is sooner. As shown on Table 2, Brownfield tax capture will be initiated January 1, 2018 and the total costs of all Eligible Activities on the Eligible Property is expected to be repaid through tax increment financing within four (4) years for State tax capture on Environmental Eligible Activities, twenty (20) years for Local tax capture and for the Local Site Remediation Revolving Fund. The capture period is limited to 20 years.

Estimate of Impact of Tax Increment Financing on Taxing Jurisdictions (MCL 125.2663(1)(g):

Table 2 identifies annual and total tax revenues projected for capture from the increase in property tax valuations. Individual tax levies within each taxing jurisdiction are also presented on Table 2. Table 4 presents the allocation of tax capture over the 20 year period of capture and the total tax increment for the 30 year timeframe of the Brownfield Plan. Taxing jurisdictions will continue to receive their attendant tax allocation for the project beyond the timeframe of the Brownfield Plan.

The total tax capture, with Eligible Activity costs, work plan costs, administrative costs at \$3,417,130, interest at \$375,063, the State Brownfield Fund at \$33,290 and for the Local Site Remediation Revolving Fund at \$104,290, is estimated at \$3,929,773. Over 30 years, local taxing jurisdictions are estimate to realize over \$11.2 million and the State is estimated to realize over \$13.1 million in estimated additional tax revenues for a total of over \$24.3 million. These additional revenues will continue to be accrued by the taxing jurisdictions after the plan expires in an amount estimated at over \$1.2 million per year on into the future.

Legal Description, Location, and Determination of Eligibility (MCL 125.2663(1)(h):

Legal Description: The legal descriptions of the Eligible Properties are included in the Appendix:

Location: Figure 1 depicts the location and Figure 2 depicts the boundaries of the Eligible Property.

Eligibility Determination: The Eligible Property includes two primary properties qualifying as Eligible Property as Part 201 Facilities and sixty smaller parcels qualifying as adjacent property, as shown in the Eligible Property map.

Estimate of Number of Persons Residing on Eligible Property (MCL 125.2663(1)(i):

There are currently seventeen residential dwellings or residences that occupy the Eligible Property, with 40 persons estimated to be residing on the Eligible Property. These dwellings will remain.

Plan for Residential Relocation (MCL 125.2663(1)(j):

The residential dwellings that are on the Eligible Property will remain; therefore, a plan for residential relocation is not applicable.

Provision of Costs of Relocation (MCL 125.2663(1)(k):

The residential dwellings that are on the Eligible Property will remain; therefore, a plan for residential relocation is not applicable.

Strategy to Comply with Relocation Assistance Act, MCL 213.321 to 213.332

(MCL 125.2663(1)(l):

There is no relocation anticipated under this Brownfield Plan.

Description of Proposed Use of the Local Site Remediation Revolving Fund

(MCL 125.2663(1)(m):

Use of the Local Site Remediation Fund will be consistent with the requirements of Act 381. In addition, revenues generated under this Brownfield Plan for the LSRRF will be earmarked for future projects within the City of Petoskey.

Other Material Required by the Authority or Governing Body

(MCL 125.2663(1)(n):

None

Legal Description of Eligible Property Parcels

Tables

Table 1.1 MDEQ Environmental Eligible Activities Costs

Table 1.1 Non-Environmental Eligible Activities Costs

Table 2. Cash Flow Analysis

Table 3.1 State/Local Captured Taxes and Tax Revenues

Table 3.2 Local Captured Taxes and Tax Revenues

Table 4.1. Impact on Taxing Jurisdictions

Table 4.2. Brownfield Tax Capture Allocation

Table 4.3. Additional Tax Revenue Allocation

Table 4.4. Brownfield Tax Capture/Revenue Allocation

Table 4.5. Brownfield Tax Capture/Revenue

Figures

Figure 1. Eligible Property Location Map

Figure 2. Eligible Property Parcel Map

TABLE 1.1
MDEQ ENVIRONMENTAL ELIGIBLE ACTIVITIES COSTS
GREAT LAKES CENTER FOR THE ARTS - BAY HARBOR
EMMET COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
GLCFA EA & INTEREST - BAY HARBOR EA ONLY 80% CAPTURE

Eligible Activity Description	TOTAL ELIGIBLE ACTIVITIES
Baseline Environmental Assessment Activities	
Phase I ESA	\$2,000
Phase II ESA	\$15,000
Category "N" BEA	<u>\$4,000</u>
<i>Subtotal</i>	\$21,000
Due Care (7a) Obligation Compliance Activities	
Phase II Investigation to Support Due Care	\$20,000
Section 7A Compliance Analyses (Due Care Plans)	\$5,000
Due Care Response Activities/Exposure Pathway Mitigation	
Engineering Controls	\$30,000
Disposal of Soil/Groundwater During Construction	<u>\$0</u>
<i>Subtotal</i>	\$55,000
Subtotal Totals	\$76,000
Contingencies (15%)	<u>\$11,400</u>
SUBTOTAL	<u>\$87,400</u>
INTEREST (on GLCFA EA Only)	\$4,293
Work Plan Development and Approval Costs	\$15,000
SUBTOTAL	\$106,693
Administrative and Operation Costs*	<u>\$25,000</u>
ENVIRONMENTAL ELIGIBLE ACTIVITIES SUBTOTAL	\$131,693

*Local Tax Capture Only

TABLE 1.2
NON-ENVIRONMENTAL ELIGIBLE ACTIVITIES COSTS
GREAT LAKES CENTER FOR THE ARTS - BAY HARBOR
EMMET COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
GLCFA EA & INTEREST - BAY HARBOR EA ONLY 80% CAPTURE

Eligible Activity Description	TOTAL ELIGIBLE ACTIVITIES
Demolition	
Site Demolition	\$102,808
<i>Subtotal</i>	<u>\$102,808</u>
Site Preparation	
Site Preparation	<u>\$1,224,231</u>
<i>Subtotal</i>	<u>\$1,224,231</u>
Infrastructure	
Road Improvements	\$1,205,054
Sewer/Water/Stormwater	\$567,637
Trail Development	<u>\$100,000</u>
<i>Subtotal</i>	<u>\$1,872,691</u>
Subtotal Totals	\$3,199,730
SUBTOTAL	<u>\$3,199,730</u>
INTEREST (on GLCFA EA Only)	<u>\$370,770</u>
Work Plan Development and Approval Costs	\$15,000
SUBTOTAL	<u>\$3,585,500</u>
Administrative and Operation Costs*	<u>\$75,000</u>
NON-ENVIRONMENTAL ELIGIBLE ACTIVITIES SUBTOTAL	<u>\$3,660,500</u>

*Local Tax Capture Only

TABLE 2
CASH FLOW STATEMENT
Great Lakes Center for the Arts - Bay Harbor Development
Emmet County Brownfield Redevelopment Authority
GLCFA EA & 3.5% INTEREST - BAY HARBOR EA ONLY 80% CAPTURE

State Tax Capture EA							State Tax Capture LSRRF										
YEAR	2016	2017	1 2018	2 2019	3 2020	4 2021	5 2022	6 2023	7 2024	8 2025	9 2026	10 2027	11 2028	12 2029	13 2030		
INCREMENTAL TAXABLE VALUE	\$431,936,402		\$588,125	\$1,276,875	\$2,276,250	\$3,284,375	\$4,712,500	\$6,269,375	\$7,795,000	\$9,356,250	\$10,438,125	\$11,317,500	\$12,131,250	\$12,945,000	\$13,668,750	\$14,460,000	
CUMULATIVE VALUE		\$11,335,670	\$12,511,920	\$13,889,420	\$15,888,170	\$17,904,420	\$20,760,670	\$23,874,420	\$26,925,670	\$30,048,170	\$32,211,920	\$33,970,670	\$35,598,170	\$37,225,670	\$38,673,170	\$40,255,670	
TAXABLE VALUE	\$1,764	\$5,667,835	\$6,255,960	\$6,944,710	\$7,944,085	\$8,952,210	\$10,380,335	\$11,937,210	\$13,462,835	\$15,024,085	\$16,105,960	\$16,985,335	\$17,799,085	\$18,612,835	\$19,336,585	\$20,127,835	
REVENUES																	
SCHOOL TAXES	46.93%	\$13,011	\$125,385	\$138,396	\$153,633	\$175,741	\$198,043	\$229,636	\$264,078	\$297,828	\$332,366	\$356,300	\$375,754	\$393,756	\$411,758	\$427,769	\$445,273
LOCAL	47.17%	\$13,076	\$126,019	\$139,096	\$154,409	\$176,630	\$199,044	\$230,797	\$265,413	\$299,334	\$334,047	\$358,102	\$377,654	\$395,747	\$413,840	\$429,932	\$447,524
ISD TAXES	5.90%	\$1,636	\$15,764	\$17,400	\$19,315	\$22,095	\$24,899	\$28,871	\$33,201	\$37,444	\$41,786	\$44,796	\$47,241	\$49,505	\$51,768	\$53,781	\$55,982
TOTAL TAXES		\$267,168	\$294,891	\$327,357	\$374,465	\$421,986	\$489,304	\$562,692	\$634,606	\$708,200	\$759,197	\$800,649	\$839,007	\$877,365	\$911,481	\$948,779	
CAPTURED TAXES	State Allocation	Total Allocation															
STATE BROWNFIELD FUND	3 MILS		\$0	\$3,491	\$6,489	\$9,513	\$13,797	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MDEQ	80%	100.00%	0.00%	\$0	\$11,787	\$24,909	\$15,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MSF	80%	0.00%		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LOCAL	80%			\$0	\$16,486	\$34,036	\$51,712	\$77,743	\$106,300	\$134,180	\$162,719	\$181,611	\$196,395	\$209,810	\$223,167	\$234,665	\$247,453
LSSRF Percentage Allocation			0%	0%	0%	100%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
LSSRF (State - MDEQ Only)			\$0	\$0		\$22,671	\$29,474	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LSSRF (Local)			\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LSSRF (Total)			\$0	\$0	\$0	\$22,671	\$29,474	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BROWNFIELD TOTAL	98.62%	\$0	\$31,764	\$65,433	\$99,346		\$121,015	\$106,300	\$134,180	\$162,719	\$181,611	\$196,395	\$209,810	\$223,167	\$234,665	\$247,453	
CUMULATIVE CAPTURED TAXES																	
STATE BROWNFIELD FUND			\$0	\$3,491	\$9,979	\$19,492	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290
MDEQ			\$0	\$11,787	\$36,696	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146
MSF	0%		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LOCAL	100%		\$0	\$16,486	\$50,522	\$102,234	\$179,978	\$286,278	\$420,458	\$583,177	\$764,788	\$961,183	\$1,170,993	\$1,394,160	\$1,628,824	\$1,876,277	
LSSRF (State - MDEQ Only)			\$0	\$0	\$0	\$22,671	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145
LSSRF (Local)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LSSRF (Total)			\$0	\$0	\$0	\$22,671	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145
BROWNFIELD TOTAL			\$0	\$31,764	\$97,197	\$196,543	\$317,558	\$423,859	\$558,038	\$720,757	\$902,368	\$1,098,764	\$1,308,573	\$1,531,740	\$1,766,405	\$2,013,858	
BROWNFIELD TIF YET TO CAPTURE																	
MDEQ	\$52,145	\$52,145	\$40,358	\$15,450	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)
MSF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LOCAL	\$3,740,048	\$3,740,048	\$3,723,562	\$3,689,526	\$3,637,814	\$3,560,070	\$3,453,770	\$3,319,590	\$3,156,871	\$2,975,260	\$2,778,865	\$2,569,055	\$2,345,888	\$2,111,224	\$1,863,771		
TOTAL	\$3,792,193	\$3,792,193	\$3,763,920	\$3,704,975	\$3,637,813	\$3,560,070	\$3,453,770	\$3,319,590	\$3,156,871	\$2,975,260	\$2,778,865	\$2,569,055	\$2,345,888	\$2,111,224	\$1,863,771		
NET TO LOCAL		\$156,495	\$157,239	\$164,688	\$172,231	\$181,925	\$192,314	\$202,598	\$213,114	\$221,286	\$228,500	\$235,441	\$242,441	\$249,048	\$256,053		
NET TO SCHOOLS		\$138,396	\$138,355	\$144,344	\$150,409	\$186,364	\$264,078	\$297,828	\$332,366	\$356,300	\$375,754	\$393,756	\$411,758	\$427,769	\$445,273		
NET TOTAL		\$294,891	\$295,594	\$309,032	\$322,640	\$368,289	\$456,392	\$500,427	\$545,481	\$577,586	\$604,253	\$629,197	\$654,198	\$676,816	\$701,325		

ANNUAL VALUE INCREASE 2.00%

PERCENTAGE NON-HOMESTEAD	90%	MILLAGE RATE						Tax Capture			Tax Revenue		
							11.45% COUNTY TOTAL	5.6000	\$848,928	\$2,522,112			
							28.18% CITY	13.7871	\$2,090,046	\$6,209,395			
							0.96% CEMETERY	0.4700	\$71,249	\$211,677			
							4.86% NCMC	2.3770	\$360,340	\$1,070,546			
							5.68% ISD	2.7813	\$421,629	\$1,252,634			
							48.87% SCHOOL OPERATING	17.9136					
							SCHOOL SET	6.0000	\$104,291	\$13,179,376			
							STATE BROWNFIELD FUND		\$33,290				
							100.00% TOTAL	48.9290	\$3,929,773	\$24,445,740			
							DEBT MILLAGE	3.8689					
							(NOT CAPTURED UNDER BROWNFIELD)						
							TOTAL	52.7979					

		Local Tax Capture Eligible Activities - LSRRF																
	YEAR	14 2031	15 2032	16 2033	17 2034	18 2035	19 2036	20 2037	21 2038	22 2039	23 2040	24 2041	25 2042	26 2043	27 2044	28 2045	29 2046	
INCREMENTAL TAXABLE VALUE		\$431,936,402	\$15,273,750	\$16,087,500	\$16,901,250	\$17,602,500	\$18,303,750	\$19,005,000	\$19,480,125	\$19,967,128	\$20,466,306	\$20,977,964	\$21,502,413	\$22,039,973	\$22,590,973	\$23,155,747	\$23,734,641	\$24,328,007
CUMULATIVE VALUE			\$41,883,170	\$43,510,670	\$45,138,170	\$46,540,670	\$47,943,170	\$49,345,670	\$50,295,920	\$51,269,926	\$52,268,283	\$53,291,598	\$54,340,496	\$55,415,617	\$56,517,615	\$57,647,164	\$58,804,951	\$59,991,684
TAXABLE VALUE		\$1,764	\$20,941,585	\$21,755,335	\$22,569,085	\$23,270,335	\$23,971,585	\$24,672,835	\$25,147,960	\$25,634,963	\$26,134,141	\$26,645,799	\$27,170,248	\$27,707,808	\$28,258,808	\$28,823,582	\$29,402,476	\$29,995,842
REVENUES																		
SCHOOL TAXES	46.93%	\$13,011	\$463,275	\$481,277	\$499,279	\$514,792	\$530,305	\$545,818	\$556,329	\$567,103	\$578,146	\$589,465	\$601,067	\$612,959	\$625,148	\$637,642	\$650,449	\$663,575
LOCAL	47.17%	\$13,076	\$465,617	\$483,710	\$501,803	\$517,395	\$532,987	\$548,578	\$559,142	\$569,970	\$581,069	\$592,445	\$604,106	\$616,058	\$628,309	\$640,866	\$653,738	\$666,931
ISD TAXES	5.90%	\$1,636	<u>\$58,245</u>	<u>\$60,508</u>	<u>\$62,771</u>	<u>\$64,722</u>	<u>\$66,672</u>	<u>\$68,623</u>	<u>\$69,944</u>	<u>\$71,299</u>	<u>\$72,687</u>	<u>\$74,110</u>	<u>\$75,569</u>	<u>\$77,064</u>	<u>\$78,596</u>	<u>\$80,167</u>	<u>\$81,777</u>	<u>\$83,427</u>
TOTAL TAXES			\$987,137	\$1,025,495	\$1,063,853	\$1,096,909	\$1,129,964	\$1,163,019	\$1,185,415	\$1,208,372	\$1,231,902	\$1,256,020	\$1,280,741	\$1,306,081	\$1,332,054	\$1,358,676	\$1,385,963	\$1,413,933
CAPTURED TAXES		State Allocation																
STATE BROWNFIELD FUND	3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
MDEQ	80%	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MSF	80%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LOCAL	80%		\$260,631	\$273,747	\$286,799	\$297,536	\$308,206	\$318,810	\$118,041	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LSSRF Percentage Allocation		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
LSSRF (State - MDEQ Only)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LSSRF (Local)		\$0	\$0	\$0	\$0	\$0	\$0	\$52,145	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LSSRF (Total)		\$0	\$0	\$0	\$0	\$0	\$0	\$52,145	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BROWNFIELD TOTAL		\$260,631	\$273,747	\$286,799	\$297,536	\$308,206	\$318,810	\$170,186	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CUMULATIVE CAPTURED TAXES																		
STATE BROWNFIELD FUND		\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290	\$33,290
MDEQ		\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146	\$52,146
MSF		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LOCAL		<u>\$2,136,908</u>	<u>\$2,410,655</u>	<u>\$2,697,455</u>	<u>\$2,994,991</u>	<u>\$3,303,197</u>	<u>\$3,622,007</u>	<u>\$3,740,048</u>	<u>\$3,740,048</u>	<u>\$3,740,048</u>	<u>\$3,740,048</u>	<u>\$3,740,048</u>	<u>\$3,740,048</u>	<u>\$3,740,048</u>	<u>\$3,740,048</u>	<u>\$3,740,048</u>	<u>\$3,740,048</u>	<u>\$3,740,048</u>
LSSRF (State - MDEQ Only)		\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145
LSSRF (Local)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145	\$52,145
LSSRF (Total)		<u>\$52,145</u>	<u>\$52,145</u>	<u>\$52,145</u>	<u>\$52,145</u>	<u>\$52,145</u>	<u>\$52,145</u>	<u>\$104,290</u>	<u>\$104,290</u>	<u>\$104,290</u>	<u>\$104,290</u>	<u>\$104,290</u>	<u>\$104,290</u>	<u>\$104,290</u>	<u>\$104,290</u>	<u>\$104,290</u>	<u>\$104,290</u>	<u>\$104,290</u>
BROWNFIELD TOTAL		\$2,274,489	\$2,548,236	\$2,835,035	\$3,132,571	\$3,440,778	\$3,759,587	\$3,929,773	\$3,929,773	\$3,929,773	\$3,929,773	\$3,929,773	\$3,929,773	\$3,929,773	\$3,929,773	\$3,929,773	\$3,929,773	\$3,929,773
BROWNFIELD TIF YET TO CAPTURE																		
MDEQ		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)
MSF		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LOCAL		<u>\$1,603,140</u>	<u>\$1,329,393</u>	<u>\$1,042,593</u>	<u>\$745,057</u>	<u>\$436,851</u>	<u>\$118,041</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL		\$1,603,139	\$1,329,392	\$1,042,593	\$745,057	\$436,851	\$118,041	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NET TO LOCAL		\$263,231	\$270,471	\$277,775	\$284,581	\$291,452	\$298,391	\$458,900	\$641,269	\$653,756	\$666,555	\$679,675	\$693,122	\$706,905	\$721,033	\$735,515	\$750,358	
NET TO SCHOOLS		<u>\$463,275</u>	<u>\$481,277</u>	<u>\$499,279</u>	<u>\$514,792</u>	<u>\$530,305</u>	<u>\$545,818</u>	<u>\$556,329</u>	<u>\$567,103</u>	<u>\$578,146</u>	<u>\$589,465</u>	<u>\$601,067</u>	<u>\$612,959</u>	<u>\$625,148</u>	<u>\$637,642</u>	<u>\$650,449</u>	<u>\$663,575</u>	
NET TOTAL		\$726,506	\$751,748	\$777,054	\$799,373	\$821,758	\$844,210	\$1,015,230	\$1,208,372	\$1,231,902	\$1,256,020	\$1,280,741	\$1,306,081	\$1,332,054	\$1,358,676	\$1,385,963	\$1,413,933	
ANNUAL VALUE INCREASE		2.00%							452.29%									
PERCENTAGE NON-HOMESTEAD		90%																

Table 3.1 State/Local Captured Taxes and Revenues

GLCFA EA & 3.5% INTEREST – BAY HARBOR EA ONLY 80% CAPTURE

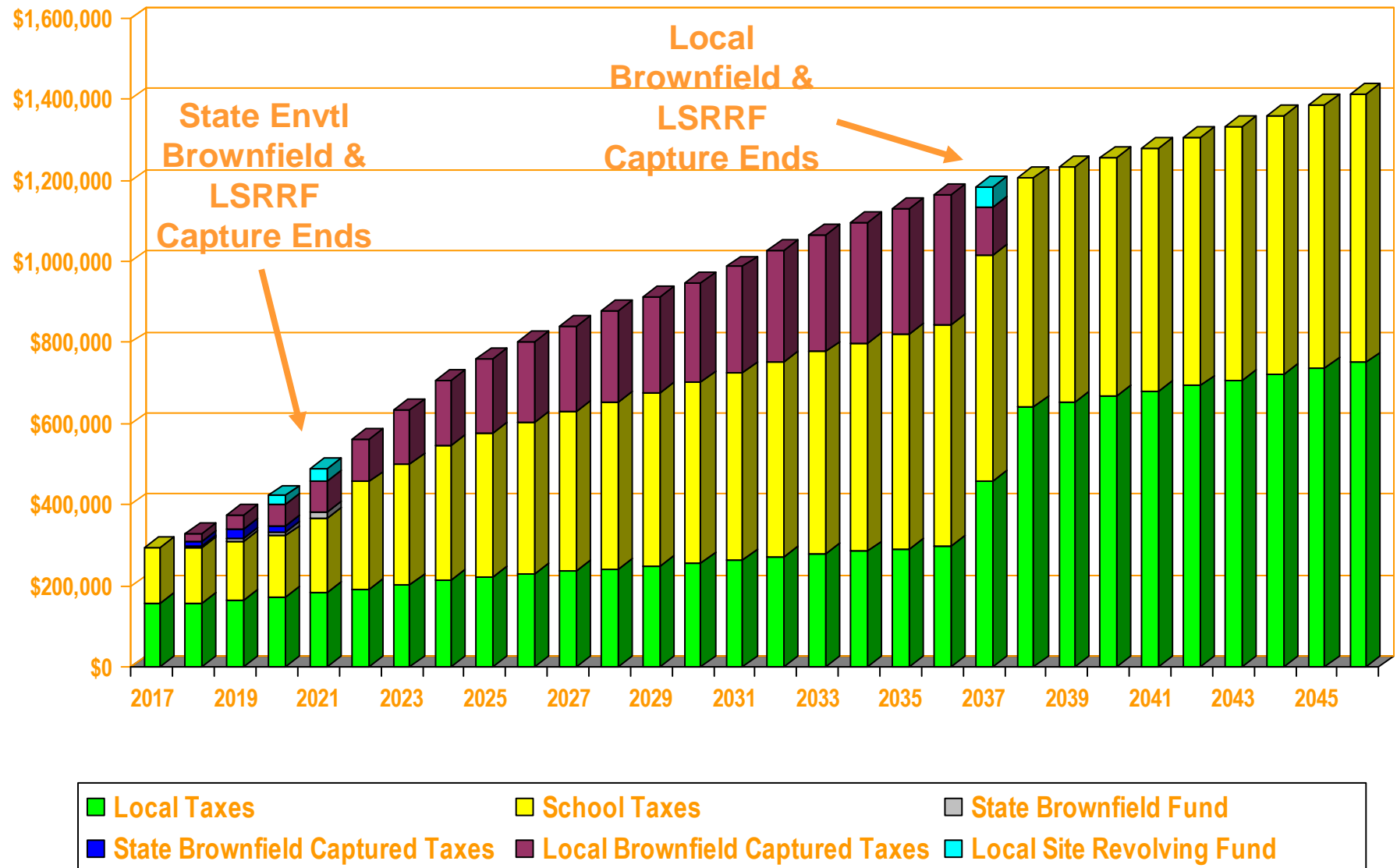


Table 3.2 Local Only Captured Taxes and Revenues

GLCFA EA & 3.5% INTEREST – BAY HARBOR EA ONLY 80% CAPTURE

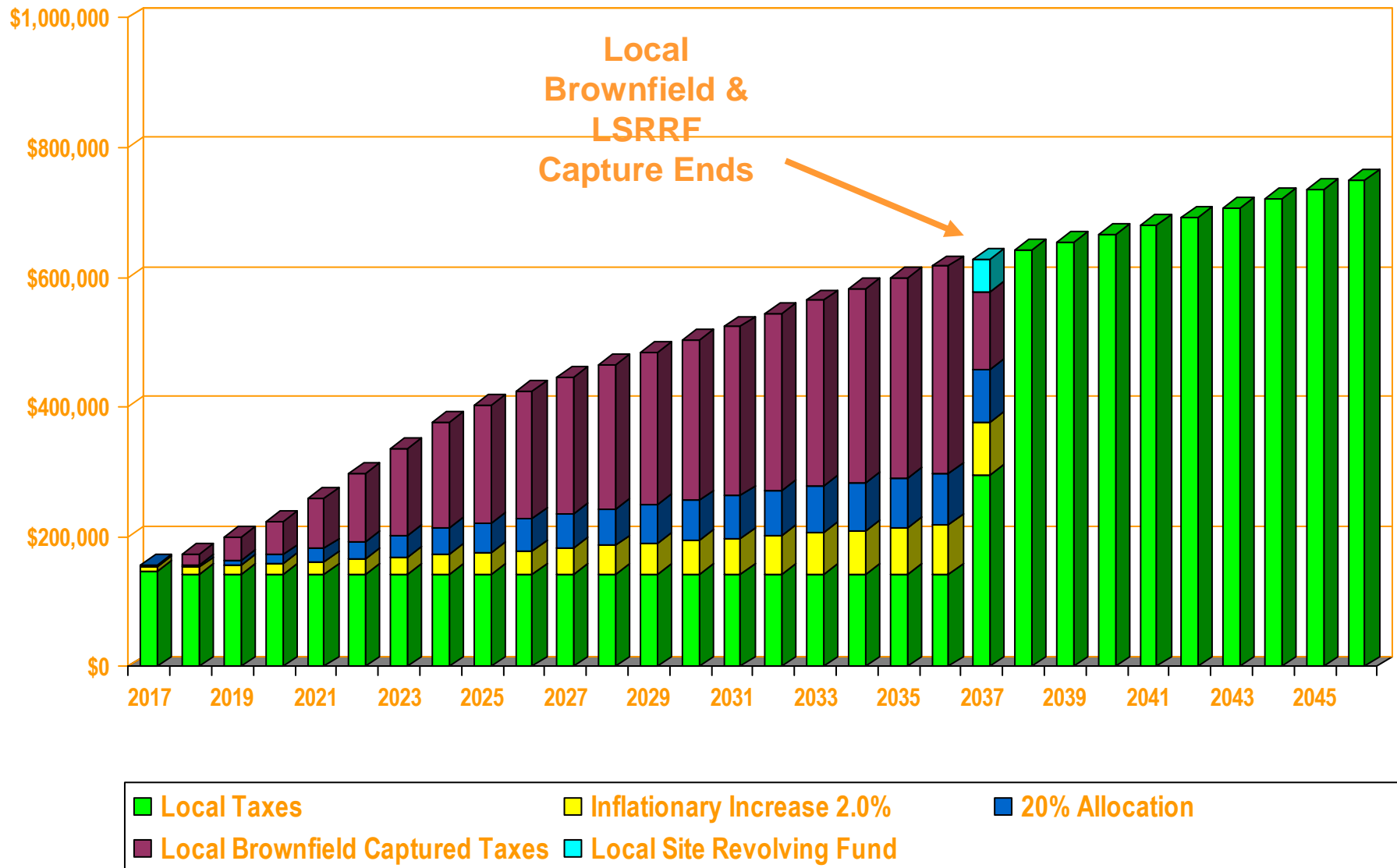


Table 4.1 Impact on Taxing Jurisdictions
Brownfield Plan - Thirty Year Duration
GLCFA EA & INTEREST - BAY HARBOR EA ONLY 80% CAPTURE

	Millages 2015	Millage Total	Percent Allocation	Total Capture \$3,929,773	Total Revenues \$24,445,740
<i>City of Petoskey</i>		13.78710	55.11%	\$2,090,046	\$6,209,395
General Operating	7.63460				
Right of Way	3.85800				
Library	0.85590				
Library (Voted)	0.94960				
Refuse Clean Up	0.48900				
<i>Emmet County</i>		5.60000	22.39%	\$848,928	\$2,522,112
Operating	4.85000				
Senior Citizens	0.50000				
Ambulance & Emergency	0.25000				
<i>Greenwood Cemetery</i>	0.47000	0.47000	1.88%	\$71,249	\$211,677
<i>NCMC</i>	2.37700	2.37700	9.50%	\$360,340	\$1,070,546
<i>Schools</i>			0.00%		
School Debt*	3.86890				
<i>ISD</i>	2.78130	2.78130	11.12%	\$421,629	\$1,252,634
<i>Local Taxes Total</i>	28.88430	25.01540	100.00%	\$3,792,193	\$11,266,364
<i>State Taxes</i>		23.91360		\$104,291	\$13,179,376
School Operating	17.91360				
State Brownfield Fund	3.00000			\$33,290	
State Educ Tax	3.00000				
Total	52.79790	48.92900		\$3,929,773	\$24,445,740

Table 4.2 Tax Capture Allocation
GLCFA EA & 3.5% INTEREST – BAY HARBOR EA ONLY 80% CAPTURE

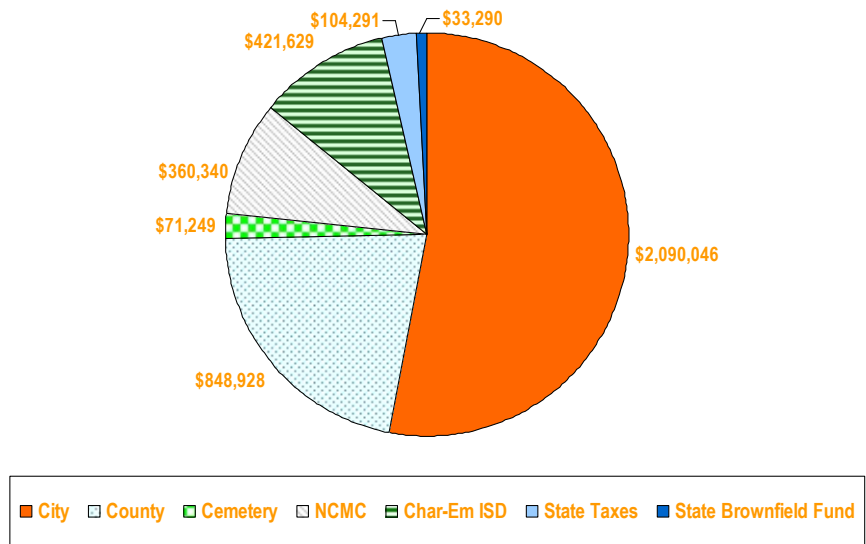


Table 4.3 Net Tax Revenue Allocation
GLCFA EA & 3.5% INTEREST – BAY HARBOR EA ONLY 80% CAPTURE

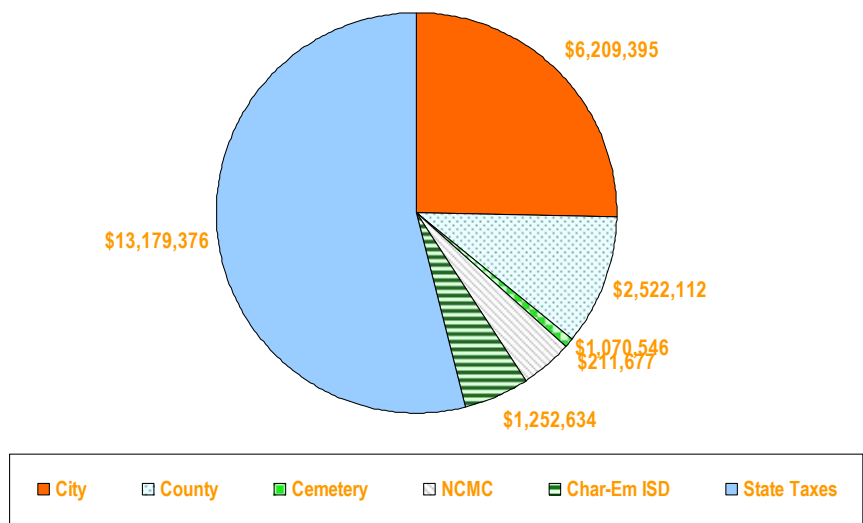


Table 4.4 Brownfield Tax Capture/Revenue Allocations
GLCFA EA & 3.5% INTEREST – BAY HARBOR EA ONLY 80% CAPTURE

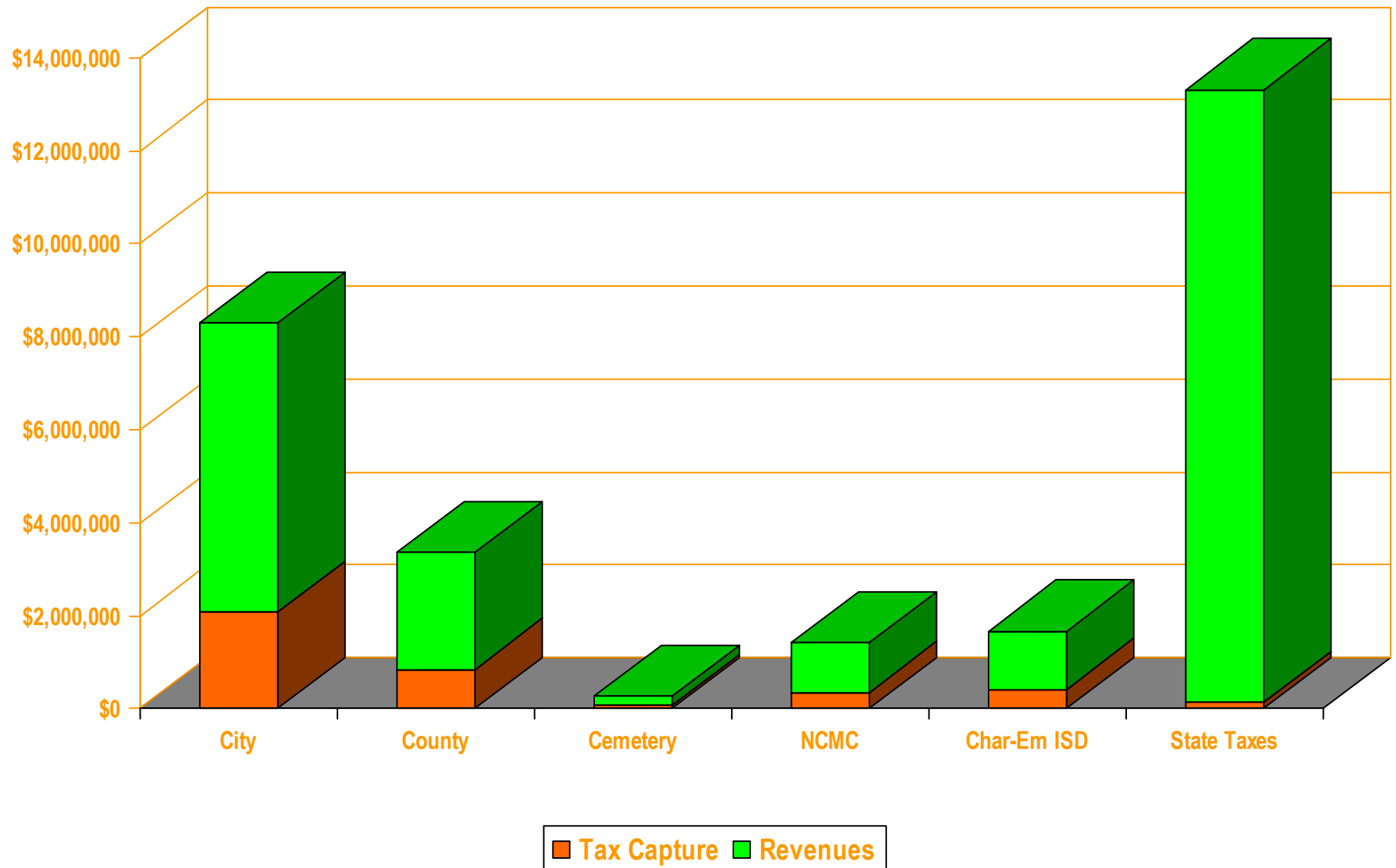
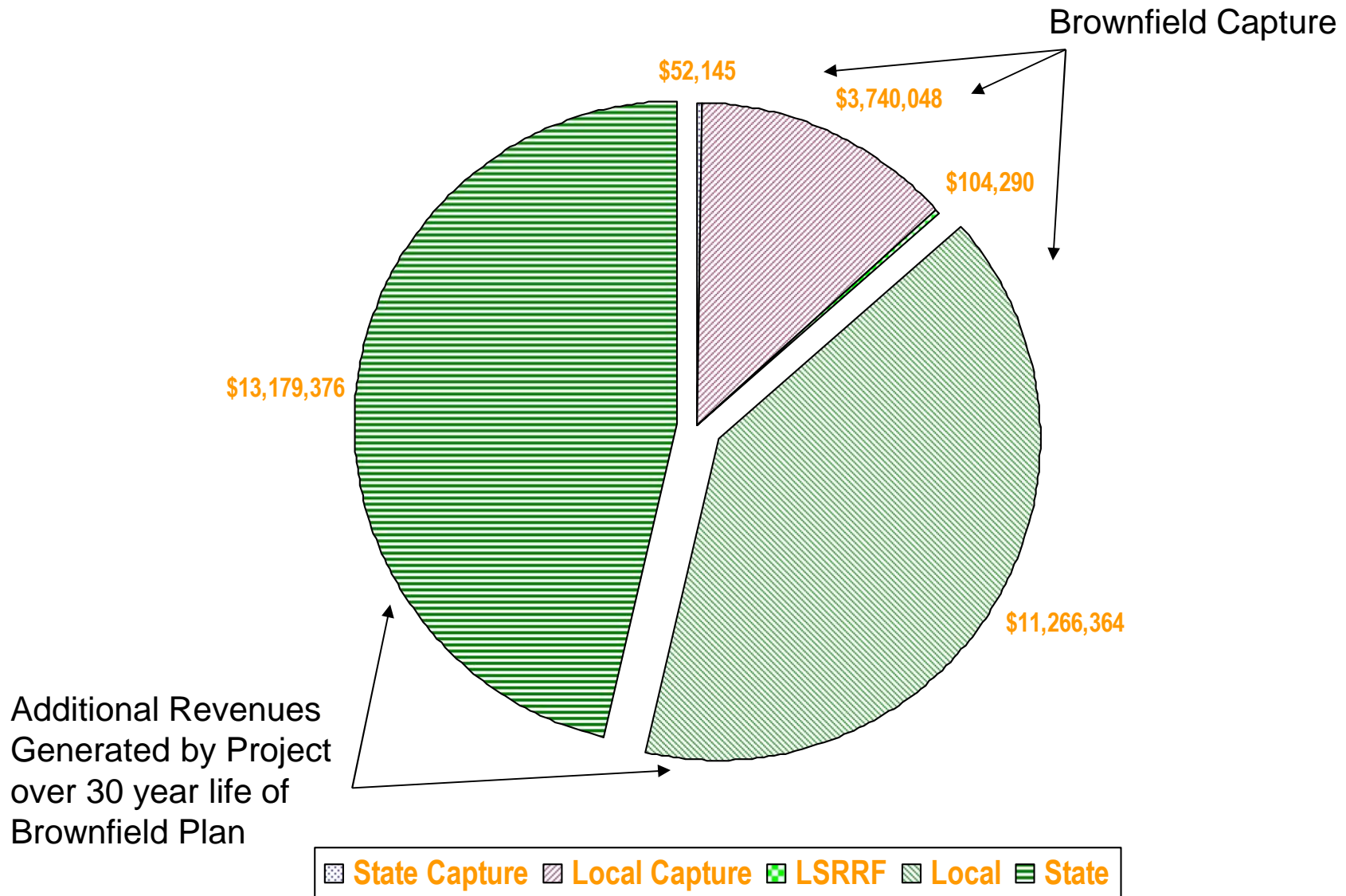
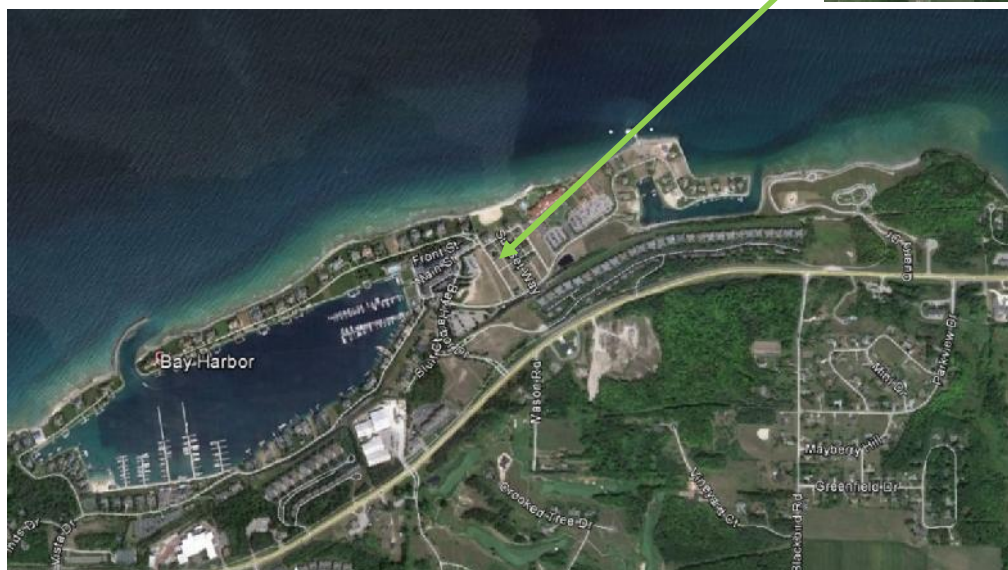
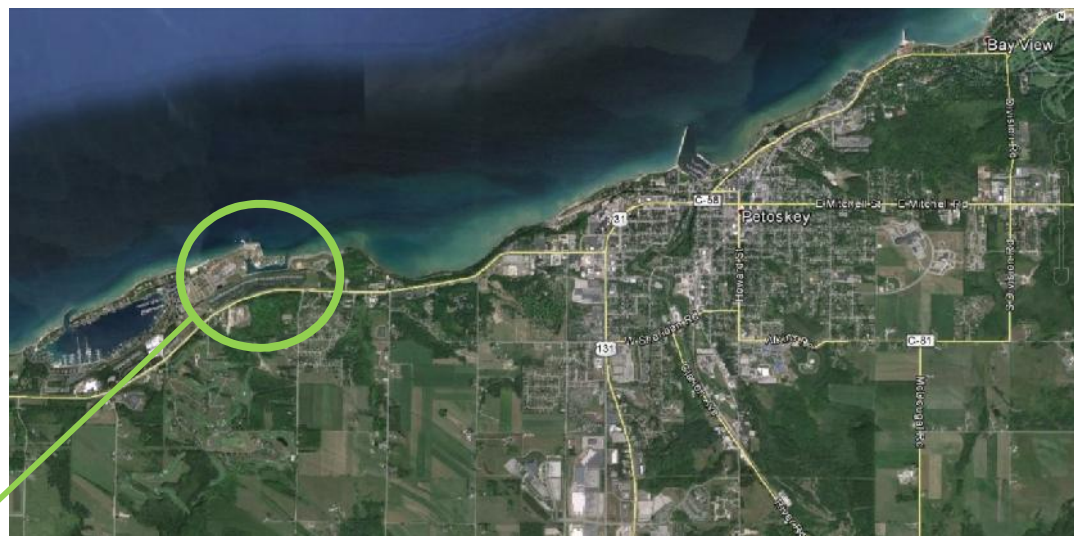


Table 4.5 Brownfield Tax Capture – Revenues

GLCFA EA & INTEREST – BAY HARBOR EA ONLY 80% CAPTURE





**Great Lakes Center for the Arts/Bay Harbor
Brownfield Plan**

Figure 1: Eligible Property Site Location Map



Emmet County Brownfield Redevelopment Authority

**Date:
May 2016**

Appendix B

Priority Redevelopment Sites

Downtown Petoskey

There are two main focus areas for downtown redevelopment: 200 East Lake Street and the Michigan Street Parking Lot (Darling Lot). Although these two distinct sites both have unique challenges and opportunities, development on one of the sites may spur investment on the other. Both sites are critical to future economic development and growth in downtown Petoskey that may complement other current economic initiatives, including rehabilitation of upper story units for residential uses.

200 East Lake Street

Zoning:	PUD
Allowed uses:	Mixed residential, commercial
Adjacent uses:	Commercial
Approximate Size:	City block, just under 2 acres
Utilities:	All stubbed to property lines
Location attributes:	Anchor to Downtown Petoskey, located on US 31, views of Little Traverse Bay



This critical two-acre site serves as an important gateway to the downtown area and has been partially developed or vacant for many years before the Petoskey Pointe proposal was approved in 2004. It is the top development priority for both the Planning Commission and City Council. The City is open to a wide variety of uses consistent with the downtown area and may consider economic incentives to spur development based upon a mixed-use proposal. Some development ideas brought forward from City officials include mixed income housing, areas for public art, green infrastructure and underground public and private parking. Initial public parking needs are thought to be between 75-125 spaces.

A review of the site's history may be beneficial to prospective developers. Based upon a mixed-use development that was approved in 2004, a former developer excavated several thousand cubic yards in anticipation of constructing an underground parking facility to serve both the mixed-use development and some of downtown public parking needs. As a result of the 2008-09 recession, the developer's funding was lost and the project has been inactive ever since. The site is currently for sale. Water, sewer and electric utilities are adjacent to the site and ready for connection.

The City executed an agreement to utilize a DDA TIF Plan for the original development that would have dedicated tax increment dollars for the purchase of a level of underground public parking.

The site now also qualifies for a **Brownfield TIF** and the City may entertain tax increment financing to fund eligible activities including an underground parking deck. The number of needed parking spaces for both private and public uses will be dependent upon the overall development and cannot be fully determined at this time. The City may consider a variety of parking options that include private, public and possibly shared parking.

Michigan Economic Development Council (MEDC) representatives have stated there may be **Community Revitalization Program (CRP)** dollars available in the form of grants, loans, or other economic assistance. This State funding program promotes community revitalization that will accelerate private investment in areas of:

- Historical disinvestment;
- Contribute to job creation;
- Foster redevelopment of functionally obsolete or historic properties;
- Reduce blight and protect the natural resources of the State.

Eligible parties for CRP assistance include two or more individuals that may apply to the Michigan Strategic Fund for economic assistance. Loans are available up to \$10 million or grants up to \$1 million. The State considers many factors when reviewing applications such as job creation, private investment amount, need for a loan or grant, environmental contamination, promotion of mixed-uses and the importance of the project to the community.

Lastly, the City will continue to pursue **Redevelopment Ready Community** certification through the Michigan Economic Development Corporation. This program supports communities in efforts to become development ready and competitive. It encourages innovative redevelopment strategies and efficient processes which build confidence among businesses and developers. It provides assistance in establishing deliberate, fair and consistent development practices-making the City more attractive for investments that create desirable places.

Certification as a RRC community signals that a community has effective development practices in place, such as well-defined development procedures, a community-supported vision, an open and predictable review process, and compelling sites for developers to locate projects. The City has been working on the RRC certification for several months and hopes to be certified by early 2017.

The 200 East Lake Street property is the highest priority redevelopment site for the City with the City Manager, City Planner and DMB Director fully committed to working with developers in a cooperative manner to expedite development in this area.



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 4, 2019

PREPARED: February 28, 2019

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

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

- (1) Draft minutes of the February 18, 2019 regular session City Council meetings; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since February 18, 2019 for contract and vendor claims at \$1,339,315.17, intergovernmental claims at \$18,229.72, and the February 21 payroll at \$198,105.16 for a total of \$1,555,650.05.

sb
Enclosures



CITY COUNCIL

February 18, 2019

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, February 18, 2019. 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
Suzanne Shumway, City Councilmember
Grant Dittmar, City Councilmember
Lindsey Walker, City Councilmember

Absent: None

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, Public Works Director Michael Robbins, City Planner Amy Tweeten and Downtown Director Becky Goodman.

Hear Stormwater, Asset Management and Wastewater Presentation

Larry Fox, principal of C2AE, Gaylord, an engineering consultant, gave a brief presentation on Stormwater, Asset Management and Wastewater (SAW) grant program. Mr. Fox reviewed that he was the project manager for the MDEQ SAW grant over the last three years; reviewed costs associated with the program; reviewed that all manholes were studied and graded; sewers were televised, rated on maps and developed into CIP for future work on the worst rated; reviewed that a Stormwater Management Plan was developed and will be implemented into the CIP; that an ordinance should be implemented to provide enforcement; and that staff was trained in GIS and has tablets for field use.

City Councilmembers inquired if this plan would be incorporated in the Master Plan and if it will help the City's sustainability measures. The City Manager responded that the plan will be included.

Consent Agenda - Resolution No. 19267

Following introduction of the consent agenda for this meeting of February 18, 2019, City Councilmember Dittmar moved that, seconded by City Councilmember Marshall adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the January 28, 2019 special joint session and February 4, 2019 regular session City Council meetings 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 February 4, for contract and vendor claims at \$1,481,112.13 intergovernmental claims at \$0, and the February 7 payroll at \$199,123.89, for a total of \$1,680,236.02 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

AYES: Marshall, Shumway, Dittmar, Walker, Murphy (5)

NAYS: None (0)

Hear Public Comment

Mayor Murphy asked for public comments and there were no comments.

Hear City Manager Updates

The City Manager reviewed that Bob Berg, owner of 200 East Lake Street, plans to provide a conceptual development plan to the Planning Commission at the March 21 meeting and is requesting Brownfield Tax Increment dollars to pay for underground parking; that with new Councilmembers, staff could schedule a review of the Brownfield process to familiarize City Council with the overall tax increment concept; that the Bayfront Park stair tower bids came in substantially higher than cost estimates by \$185,000 and that staff is working with project engineers to “value engineer” with a possible bid award at the next meeting; that Solanus Beach conceptual plans have been revised and the Parks and Recreation Commission endorsed the plans; that the owner of the 48-unit Harbor Village Apartments on Crestview Drive requested the City consider adoption of a payment in lieu of taxes (PILOT) ordinance establishing a service charge in lieu of property taxes; and that progress on the MDOT retaining wall work on Bayfront Park is slow due to extremely low temperatures.

Mayor Murphy asked for public comments and heard an inquiry if there will be a top on the stair tower and the City Manager responded that there will not be a cover.

Planning Commission Appointment – Resolution No. 19268

Mayor Murphy reviewed that City Council consider a possible appointment to the Planning Commission.

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

BE IT RESOLVED that the City Council does and hereby approves the appointment of Chad McDonald, 1412 Highland Drive, to the Planning Commission to fill a vacated term ending August 31, 2019.

Said resolution was adopted by the following vote:

AYES: Marshall, Shumway, Dittmar, Walker, Murphy (5)

NAYS: None (0)

Approve Medical Marijuana – Resolution No. 19269

The City Manager reviewed that City Council requested a discussion on both medical and recreational marijuana in light of the November 6, 2018 voter approved Michigan Regulation and Taxation Marijuana Act (MRTMA). The City Manager further reviewed that the MRTMA legalizes at the State level (not federal) the recreational use and possession of marijuana; that MRTMA sets out a regulatory process to permit and license certain types of “marijuana establishments” (i.e. growers, safety compliance facilities, processors, microbusinesses, retailers and secure transporters); and that MRTMA does not however replace those laws and regulations already in place in Michigan involving the medical marijuana under the Michigan Medical Marijuana (MMA) of 2008 or the Medical Marijuana Facilities Licensing Act (MMFLA) of 2016.

The City Manager reported that under MMFLA, in order to allow medical marijuana facilities to be established within a community, the community needs to adopt an ordinance “opting-in”; that MRTMA is different and requires that if a community wishes to prohibit the formation and operation of recreation marijuana establishments within the community, the community must adopt an ordinance “opting-out”; that if a community does not opt out, then recreation marijuana establishments can be located and licensed by the State within that community; that it is unclear of the law when precisely the State will begin accepting applications for licenses, but it must do so before December 6, 2019; that MRTMA is unclear, ambiguous and raises many legal questions that will need to be determined by courts, legislation and State regulators; reviewed guidelines for zoning such establishments; that for the first 24 months after LARA begins accepting applications for marijuana establishment licenses, only those persons holding a MMFLA may apply for a retail, processor, Class B or Class C grower or secure transport license issued under the MRTMA;

that most cities, townships and villages chose to “opt out” for recreational marijuana; reviewed that there is also a voter petition initiative language in the MRTMA that allows for a process whereby voters could allow or bar marijuana establishments in a community; and reviewed that at this point the City has opted out of allowing medical marijuana by simply taking no action and since the City has taken no action on recreational marijuana, the City technically has opted in at this point.

The City Attorney reviewed that Council received copies of the laws, guidelines, a document issued by the attorney relating to various issues relevant to consideration of medical and recreational marijuana and was available to answer any questions.

City Councilmembers discussed medical marijuana; heard from those in support of medical establishments; heard an inquiry on how many patients are in Michigan and how someone obtains a medical card; that there are 300,000 patients and applications are online; heard from those in support of locating an area to allow 3-4 establishments excluding downtown; and to allow provisional centers only.

City Councilmembers then discussed recreational marijuana and heard from those both opposed and in favor of allowing recreational establishments; that by allowing medical marijuana it is opening the door for recreational; that everything is legal except to purchase it; and that staff should begin looking at possible ordinances.

City Councilmember Shumway moved that, seconded by City Councilmember Walker to allow medical marijuana establishments and requested the Planning Commission to research and recommend 3-4 provisioning centers in 1-2 locations and addressing signage and hours of operation.

Said motion was adopted by the following vote:

AYES: Marshall, Shumway, Walker, Murphy (4)

NAYS: Dittmar (1)

Mayor Murphy asked for public comments and heard that there are high end users in downtown and would be beneficial to provide testing centers; inquired if the City would have a fair licensing method; heard from a medical user and thanked Council for supporting comments; that Council should consider a laboratory; that this is great progressive action by Council and the City should take into account the downtown and that tourists will use establishments; that approval will bring in a lot of new opportunities; that Planning Commission should look at different licenses as there are underused areas of City that these establishments could be implemented; that the free market will take care of downtown issue; that staff and all Boards and Commissions should want to preserve what is already in the community; and that all establishments should be considered not just provisional centers.

Approve Master Plan Consultant Agreement with LIAA – Resolution No. 19270

The City Manager reviewed that pursuant to the Michigan Planning Enabling Act, a Planning Commission is required to review its Master Plan every five years for possible updates; that the last major re-write of the plan was adopted in 2009, which was then reviewed and updated in 2014; that a major update is needed; that \$20,000 was budgeted in the Office of City Planner budget for consultant assistance; that \$6,000 was awarded to the City by the Mott Foundation from area community foundations to assist with public engagement; that City Council identified sustainability as a priority goal during its 2018 strategic planning process; and staff determined that incorporating sustainability and resiliency as an overarching framework of the plan would achieve broader implementation than creating a stand-alone sustainability plan. Staff requested a proposal from LIAA, a leader in community resiliency planning, and includes significant resources to maximize community engagement, including youth involvement.

City Councilmember Marshall moved that, seconded by City Councilmember Shumway to authorize contracting with Land Information Access Association (LIAA) for master plan consulting services.

Said motion was adopted by the following vote:

AYES: Marshall, Shumway, Dittmar, Walker, Murphy (5)

NAYS: None (0)

Approve FOPLC Lieutenants 2018-2020 Contract – Resolution No. 19271

The City Manager reviewed that after completing 312 Arbitration, the City's negotiation team along with representatives for the FOPLC Lieutenants division agreed to a three-year contract beginning on January 1, 2018 with an expiration date of December 31, 2020. The City Manager reviewed some of the contract highlights including use of part-time employees, vacation scheduling, uniforms, medical and hospitalization insurance, pension plan increases and wage increases.

City Councilmember Shumway moved that, seconded by City Councilmember Walker adoption of the following resolution:

WHEREAS, certain Department of Public Safety Lieutenants unionized staff members are represented by the Fraternal Order of Police Labor Council (FOPLC); and

WHEREAS, City and bargaining unit representatives negotiated provisions of a proposed agreement for the Lieutenants Division; and

WHEREAS, the City Manager now has reported that an agreement has been reached with the FOPLC Lieutenants Division for the period of January 1, 2018 – December 31, 2020:

NOW, THEREFORE, BE IT RESOLVED that the City Manager be and is hereby directed to execute on behalf of the City an employment agreement with the Department of Public Safety Lieutenants Division who are represented by the Fraternal Order of Police Labor Council.

Said resolution was adopted by the following vote:

AYES: Marshall, Shumway, Dittmar, Walker, Murphy (5)

NAYS: None (0)

Approve MERS Lieutenant Contribution Changes – Resolution No. 19272

The City Manager reviewed that the City provides defined contribution retirement benefits through MERS, which covers three separate groups of employees Nonunion, DPW Union and Public Safety Union. The newly approved collective bargaining agreement covering the Public Safety Lieutenant unionized employees for January 1, 2018 through December 31, 2020 includes provisions that requires annual increases in employee contributions for the next three years towards the Lieutenants pension plan. The City Manager reviewed that contribution rates will increase on January 1 of each year as follows: 2018 at 3.5%, 2019 at 4% and 2020 and thereafter, at a rate of 4.5%.

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

WHEREAS, the City is a participating governmental unit in the Michigan Municipal Employees' Retirement System (MMERS) pension plan document of 1996; and

WHEREAS, in accordance with pension provisions of a renewed collective bargaining agreement with certain unionized employees for the City's Public Safety Lieutenants require changes to the City's current MMERS plan:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby elects to change current Michigan Municipal Employees' Retirement System (MMERS) benefits for Department of Public Safety unionized personnel, referred to as City of Petoskey (2402), Division 11 – Public Safety Lieutenants Union, a defined benefit plan with employees contributing 4% beginning January 2019 and 4.5% beginning January 2020 as set forth in the plan adoption agreements for 2019 and 2020; and

BE IT FURTHER RESOLVED that the City of Petoskey City Council does and hereby authorizes the City Manager and Director of Finance to prepare and sign the Defined Benefit Plan Adoption Agreements with MMERS for Division 11 to make changes as set forth above to the existing defined benefit plan.

Said resolution was adopted by the following vote:

AYES: Marshall, Shumway, Dittmar, Walker, Murphy (5)

NAYS: None (0)

Hear State vs. Odawa Litigation Update

The City Attorney gave a brief update on the Odawa litigation; reviewed that City Council was provided two judgements that were issued and filed on January 31, 2019; and that the trial won't start until 2020.

Council Comments

Mayor Murphy reported that the Downtown Greenway Corridor Phase II project has received multiple awards.

There being no further business to come before the City Council, this February 18, 2019, meeting of the City Council adjourned at 9:05 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/19	02/20/2019	83650	1000Bulbs	582-590-775.000	446.97
02/19	02/20/2019	83651	ACH-CHILD SUPPORT	701-000-230.160	160.23
02/19	02/20/2019	83652	ACH-EFTPS	701-000-230.100	19,406.10
02/19	02/20/2019	83652	ACH-EFTPS	701-000-230.200	12,096.16
02/19	02/20/2019	83652	ACH-EFTPS	701-000-230.200	12,096.16
02/19	02/20/2019	83652	ACH-EFTPS	701-000-230.200	2,828.93
02/19	02/20/2019	83652	ACH-EFTPS	701-000-230.200	2,828.93
02/19	02/20/2019	83653	ACH-ICMA 457	701-000-230.700	1,926.82
02/19	02/20/2019	83653	ACH-ICMA 457	701-000-230.700	4,714.23
02/19	02/20/2019	83654	Aflac	701-000-230.180	588.53
02/19	02/20/2019	83655	Alliance Entertainment	271-790-761.100	34.99
02/19	02/20/2019	83655	Alliance Entertainment	271-790-761.000	97.97
02/19	02/20/2019	83655	Alliance Entertainment	271-790-761.000	131.48
02/19	02/20/2019	83656	AMAZON CREDIT PLAN	101-770-934.000	128.99
02/19	02/20/2019	83656	AMAZON CREDIT PLAN	101-265-775.000	9.99
02/19	02/20/2019	83657	AT & T MOBILITY	514-587-920.000	333.60
02/19	02/20/2019	83658	AT&T	101-770-850.000	181.26
02/19	02/20/2019	83659	Atchison Paper & Supply	271-790-751.000	49.98
02/19	02/20/2019	83660	Beckett & Raeder Inc.	247-751-802.000	840.00
02/19	02/20/2019	83660	Beckett & Raeder Inc.	101-265-970.000	848.60
02/19	02/20/2019	83660	Beckett & Raeder Inc.	247-751-802.000	6,000.00
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-172-724.000	954.20
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-201-724.000	841.94-
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-208-724.000	420.97
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-215-724.000	280.64
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-268-724.000	42.10
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-345-724.000	8,475.56
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-400-724.000	280.64
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-441-724.000	1,852.27
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-754-724.000	884.04
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-756-724.000	2,343.39
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-770-724.000	1,613.73
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-773-724.000	202.06
02/19	02/20/2019	83661	BLUE CARE NETWORK	101-789-724.000	471.49
02/19	02/20/2019	83661	BLUE CARE NETWORK	271-790-724.000	2,357.43
02/19	02/20/2019	83661	BLUE CARE NETWORK	514-587-724.000	280.64
02/19	02/20/2019	83661	BLUE CARE NETWORK	582-588-724.000	3,480.02
02/19	02/20/2019	83661	BLUE CARE NETWORK	592-549-724.000	2,385.50
02/19	02/20/2019	83661	BLUE CARE NETWORK	592-560-724.000	841.94
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	101-201-724.000	2,906.30
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	101-208-724.000	181.64
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	101-265-724.000	155.21
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	101-268-724.000	620.85
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	101-345-724.000	6,539.17
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	101-441-724.000	653.91-
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	101-756-724.000	1,307.84-
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	204-481-724.000	2,688.33
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	271-790-724.000	2,851.98
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	592-549-724.000	1,271.51
02/19	02/20/2019	83662	BLUE CROSS\BLUE SHIELD - MICH.	592-560-724.000	363.29
02/19	02/20/2019	83663	CDW Government	101-228-775.000	298.66
02/19	02/20/2019	83664	Center Point Large Print	271-790-760.000	27.27

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/19	02/20/2019	83665	Char-Em United Way	701-000-230.800	91.75
02/19	02/20/2019	83666	Cintas Corporation	582-593-802.000	36.31
02/19	02/20/2019	83666	Cintas Corporation	661-598-767.000	36.31
02/19	02/20/2019	83667	Consumers Energy	592-538-920.000	4,515.75
02/19	02/20/2019	83667	Consumers Energy	592-558-920.000	549.89
02/19	02/20/2019	83668	CYNERGYCOMM.NET INC.	271-790-850.000	262.78
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	101-215-801.000	1,102.09
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	204-481-801.000	243.16
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	204-481-801.000	57.64
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	204-481-801.000	327.27
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	271-790-801.000	184.26
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	211-441-802.000	255.67
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	514-587-801.000	101.04
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	582-598-802.000	1,487.94
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	592-549-802.000	316.67
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	592-560-802.000	401.36
02/19	02/20/2019	83669	DENNIS GARTLAND & NIERGARTH	661-598-801.000	122.90
02/19	02/20/2019	83670	Derrer Oil Co.	661-598-759.000	4,596.19
02/19	02/20/2019	83671	Devitt, Monique	248-540-882.180	180.00
02/19	02/20/2019	83672	Englebrecht, Robert	101-257-802.100	3,750.00
02/19	02/20/2019	83673	Envisionware Inc.	271-790-986.000	491.33
02/19	02/20/2019	83674	FASTENAL COMPANY	202-475-775.000	9.01
02/19	02/20/2019	83675	Gale/Cengage Learning	271-790-760.000	201.41
02/19	02/20/2019	83676	Gibby's Garage	661-598-931.000	476.00
02/19	02/20/2019	83676	Gibby's Garage	661-598-932.000	646.00
02/19	02/20/2019	83676	Gibby's Garage	661-598-931.000	850.00
02/19	02/20/2019	83676	Gibby's Garage	661-598-932.000	136.00
02/19	02/20/2019	83676	Gibby's Garage	582-593-930.000	34.00
02/19	02/20/2019	83676	Gibby's Garage	661-598-931.000	952.00
02/19	02/20/2019	83676	Gibby's Garage	661-598-932.000	340.00
02/19	02/20/2019	83676	Gibby's Garage	514-587-931.000	68.00
02/19	02/20/2019	83676	Gibby's Garage	582-586-802.000	34.00
02/19	02/20/2019	83676	Gibby's Garage	661-598-931.000	646.00
02/19	02/20/2019	83677	Grand Traverse Mobile Communications	101-345-802.000	386.00
02/19	02/20/2019	83678	GREAT LAKES ENERGY	592-538-920.000	98.38
02/19	02/20/2019	83678	GREAT LAKES ENERGY	592-558-920.000	114.95
02/19	02/20/2019	83679	Heritage Fire Equipment	661-598-932.000	430.00
02/19	02/20/2019	83680	ICMA-ROTH	701-000-230.900	435.00
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-172-724.000	9.00
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-201-724.000	31.50
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-208-724.000	18.00
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-215-724.000	13.50
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-265-724.000	9.00
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-268-724.000	13.50
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-345-724.000	148.50
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-400-724.000	4.50
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-441-724.000	18.00
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-754-724.000	9.00
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-756-724.000	22.50
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-770-724.000	22.50
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-773-724.000	4.50
02/19	02/20/2019	83681	InfiniSource Benefit Services	101-789-724.000	4.50

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02/19	02/20/2019	83681	InfiniSource Benefit Services	204-481-724.000	49.50
02/19	02/20/2019	83681	InfiniSource Benefit Services	271-790-724.000	40.50
02/19	02/20/2019	83681	InfiniSource Benefit Services	514-587-724.000	9.00
02/19	02/20/2019	83681	InfiniSource Benefit Services	582-588-724.000	27.00
02/19	02/20/2019	83681	InfiniSource Benefit Services	592-549-724.000	36.00
02/19	02/20/2019	83681	InfiniSource Benefit Services	592-560-724.000	9.50
02/19	02/20/2019	83682	Joint Apprenticeship & Training Trust	582-588-912.000	4,000.00
02/19	02/20/2019	83683	Kruskie, Davie	101-756-808.030	60.00
02/19	02/20/2019	83684	KSS Enterprises	101-268-775.000	197.83
02/19	02/20/2019	83685	LAMONT, SCOTT	101-345-913.000	260.85
02/19	02/20/2019	83686	Malec, Steve	101-756-808.030	80.00
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	101-268-775.000	41.27
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	101-770-751.000	41.27
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	101-770-751.000	41.27
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	101-789-751.000	41.27
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	101-773-775.000	41.27
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	582-593-751.000	41.27
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	592-560-751.000	20.64
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	592-549-751.000	20.64
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	101-345-751.000	41.28
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	101-345-751.000	41.27
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	514-587-751.000	41.27
02/19	02/20/2019	83687	Michigan Chamber Services Inc.	271-790-751.000	41.28
02/19	02/20/2019	83688	MICHIGAN SHIGA SISTER STATE BOARD	101-728-802.000	25.00
02/19	02/20/2019	83689	Miller, Greg	101-756-808.030	240.00
02/19	02/20/2019	83690	Northern Michigan Review Inc.	248-739-880.200	35.00
02/19	02/20/2019	83691	Penguin Random House	271-790-761.000	33.75
02/19	02/20/2019	83691	Penguin Random House	271-790-761.000	30.00
02/19	02/20/2019	83691	Penguin Random House	271-790-761.000	33.75
02/19	02/20/2019	83691	Penguin Random House	271-790-761.000	30.00
02/19	02/20/2019	83691	Penguin Random House	271-790-761.000	30.00-
02/19	02/20/2019	83692	Peninsula Fiber Network LLC	271-790-850.000	150.00
02/19	02/20/2019	83693	Performance Painting	582-590-802.000	240.00
02/19	02/20/2019	83694	Petoskey Cheese LLC	248-540-882.180	539.00
02/19	02/20/2019	83695	PhoneGuide	271-790-905.000	283.00
02/19	02/20/2019	83696	Power Line Supply	582-593-785.000	45.36
02/19	02/20/2019	83696	Power Line Supply	582-593-785.000	63.36
02/19	02/20/2019	83696	Power Line Supply	582-593-785.000	141.27
02/19	02/20/2019	83696	Power Line Supply	582-010-111.000	1,090.50
02/19	02/20/2019	83696	Power Line Supply	582-593-785.000	149.42
02/19	02/20/2019	83697	Renkes, Tom	248-739-880.200	150.00
02/19	02/20/2019	83698	Robinson, Lewis J.	101-756-808.030	60.00
02/19	02/20/2019	83699	SHOWCASES	271-790-751.000	34.65
02/19	02/20/2019	83700	Smith, Edward J	101-756-808.030	160.00
02/19	02/20/2019	83701	Spectrum Business	582-588-850.000	79.99
02/19	02/20/2019	83701	Spectrum Business	582-588-850.000	79.99
02/19	02/20/2019	83701	Spectrum Business	101-770-850.000	99.98
02/19	02/20/2019	83702	State of Michigan - Office of Financial	592-549-915.000	140.00
02/19	02/20/2019	83703	Survalent	582-586-802.000	1,188.00
02/19	02/20/2019	83704	THOMPSON, WILLIAM S.	514-587-802.100	743.13
02/19	02/20/2019	83705	Up North Service LLC	514-587-802.000	9,576.49
02/19	02/20/2019	83706	VERIZON WIRELESS	592-538-920.000	280.07

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02/19	02/20/2019	83706	VERIZON WIRELESS	101-345-850.000	103.62
02/19	02/20/2019	83706	VERIZON WIRELESS	101-441-850.000	22.21-
02/19	02/20/2019	83706	VERIZON WIRELESS	592-538-850.000	80.02
02/19	02/20/2019	83707	Voss Lighting	582-590-775.000	156.96
02/19	02/20/2019	83708	WESTON, CHRIS	101-756-808.030	240.00
02/19	02/27/2019	83715	Airgas USA LLC	661-598-785.000	27.05
02/19	02/27/2019	83715	Airgas USA LLC	661-598-785.000	52.36
02/19	02/27/2019	83716	Amazon Credit Plan	271-790-958.000	64.89
02/19	02/27/2019	83716	Amazon Credit Plan	271-790-964.000	79.90
02/19	02/27/2019	83716	Amazon Credit Plan	271-790-986.000	229.04
02/19	02/27/2019	83716	Amazon Credit Plan	271-790-760.000	14.99
02/19	02/27/2019	83716	Amazon Credit Plan	271-790-958.000	23.99
02/19	02/27/2019	83716	Amazon Credit Plan	271-790-880.000	50.04
02/19	02/27/2019	83716	Amazon Credit Plan	271-790-761.000	37.90
02/19	02/27/2019	83717	American Waste	582-594-775.000	251.75
02/19	02/27/2019	83717	American Waste	582-593-775.000	251.75
02/19	02/27/2019	83718	AT&T	592-538-850.000	186.76
02/19	02/27/2019	83719	Atchison Paper & Supply	271-790-751.000	133.98
02/19	02/27/2019	83719	Atchison Paper & Supply	271-790-751.000	77.00
02/19	02/27/2019	83720	Ballard's Plumbing & Heating	271-790-930.000	285.00
02/19	02/27/2019	83721	Beckett & Raeder Inc.	204-481-802.000	960.00
02/19	02/27/2019	83722	Benchmark Engineering Inc.	204-481-802.000	210.50
02/19	02/27/2019	83723	Bobcat of Lansing	661-598-931.000	123.07
02/19	02/27/2019	83724	BSN Sports Inc.	101-756-808.120	205.95
02/19	02/27/2019	83725	BUSINESS MICRO RESOURCE CORP.	101-345-751.000	400.00
02/19	02/27/2019	83726	C & S Ice Resurfacing Services Inc.	661-598-931.000	87.51
02/19	02/27/2019	83727	C. C. Unlimited LLC	661-598-932.000	1,149.85
02/19	02/27/2019	83728	Charlevoix-Emmet ISD	703-040-234.218	549,930.19
02/19	02/27/2019	83728	Charlevoix-Emmet ISD	703-040-233.000	4.69
02/19	02/27/2019	83729	Cintas Corp #729	204-481-767.000	54.52
02/19	02/27/2019	83729	Cintas Corp #729	582-588-767.000	45.94
02/19	02/27/2019	83729	Cintas Corp #729	592-560-767.000	28.09
02/19	02/27/2019	83729	Cintas Corp #729	592-549-767.000	28.09
02/19	02/27/2019	83729	Cintas Corp #729	582-593-802.000	29.77
02/19	02/27/2019	83729	Cintas Corp #729	204-481-767.000	54.52
02/19	02/27/2019	83729	Cintas Corp #729	582-588-767.000	45.94
02/19	02/27/2019	83729	Cintas Corp #729	592-560-767.000	28.09
02/19	02/27/2019	83729	Cintas Corp #729	592-549-767.000	28.09
02/19	02/27/2019	83729	Cintas Corp #729	101-268-802.000	14.79
02/19	02/27/2019	83729	Cintas Corp #729	592-554-802.000	43.28
02/19	02/27/2019	83730	Consumers Energy	592-558-920.000	92.37
02/19	02/27/2019	83730	Consumers Energy	592-558-920.000	200.73
02/19	02/27/2019	83730	Consumers Energy	592-558-920.000	218.27
02/19	02/27/2019	83730	Consumers Energy	592-558-920.000	243.97
02/19	02/27/2019	83730	Consumers Energy	592-558-920.000	232.74
02/19	02/27/2019	83730	Consumers Energy	592-558-920.000	211.04
02/19	02/27/2019	83730	Consumers Energy	592-558-920.000	188.13
02/19	02/27/2019	83730	Consumers Energy	202-475-920.000	92.10
02/19	02/27/2019	83730	Consumers Energy	592-558-920.000	743.84
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	701-000-230.190	1,896.41
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-172-724.000	19.16
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-201-724.000	44.89

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02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-208-724.000	21.35
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-215-724.000	21.35
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-265-724.000	4.79
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-268-724.000	11.98
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-345-724.000	523.34
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-400-724.000	9.58
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-441-724.000	45.50
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-754-724.000	5.27
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-756-724.000	18.20
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-770-724.000	32.57
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-773-724.000	2.87
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	101-789-724.000	6.71
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	204-481-724.000	68.43
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	271-790-724.000	78.83
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	514-587-724.000	15.81
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	582-588-724.000	25.39
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	592-549-724.000	59.67
02/19	02/27/2019	83731	Dearborn National Life Insurance Co	592-560-724.000	19.16
02/19	02/27/2019	83732	Delta Dental	101-172-724.000	49.38
02/19	02/27/2019	83732	Delta Dental	101-201-724.000	237.08
02/19	02/27/2019	83732	Delta Dental	101-208-724.000	50.80
02/19	02/27/2019	83732	Delta Dental	101-215-724.000	1.02
02/19	02/27/2019	83732	Delta Dental	101-265-724.000	23.52
02/19	02/27/2019	83732	Delta Dental	101-268-724.000	47.29
02/19	02/27/2019	83732	Delta Dental	101-345-724.000	857.89
02/19	02/27/2019	83732	Delta Dental	101-400-724.000	19.20
02/19	02/27/2019	83732	Delta Dental	101-441-724.000	65.86
02/19	02/27/2019	83732	Delta Dental	101-754-724.000	24.59
02/19	02/27/2019	83732	Delta Dental	101-756-724.000	85.77
02/19	02/27/2019	83732	Delta Dental	101-770-724.000	116.21
02/19	02/27/2019	83732	Delta Dental	101-773-724.000	10.57
02/19	02/27/2019	83732	Delta Dental	101-789-724.000	24.67
02/19	02/27/2019	83732	Delta Dental	204-481-724.000	49.51
02/19	02/27/2019	83732	Delta Dental	271-790-724.000	247.00
02/19	02/27/2019	83732	Delta Dental	514-587-724.000	17.45
02/19	02/27/2019	83732	Delta Dental	582-588-724.000	217.08
02/19	02/27/2019	83732	Delta Dental	592-549-724.000	220.19
02/19	02/27/2019	83732	Delta Dental	592-560-724.000	74.12
02/19	02/27/2019	83732	Delta Dental	701-000-230.110	1,366.64
02/19	02/27/2019	83733	Derrerr Oil Co.	661-598-759.000	4,375.20
02/19	02/27/2019	83734	DTE Energy	592-538-920.000	103.99
02/19	02/27/2019	83734	DTE Energy	101-265-924.000	1,155.89
02/19	02/27/2019	83734	DTE Energy	582-593-924.000	2,970.46
02/19	02/27/2019	83734	DTE Energy	101-773-924.000	32.81
02/19	02/27/2019	83734	DTE Energy	101-265-924.000	430.05
02/19	02/27/2019	83734	DTE Energy	592-538-920.000	176.46
02/19	02/27/2019	83734	DTE Energy	271-790-924.000	2,463.91
02/19	02/27/2019	83734	DTE Energy	101-268-924.000	2,328.52
02/19	02/27/2019	83734	DTE Energy	101-770-924.000	687.46
02/19	02/27/2019	83734	DTE Energy	514-587-802.100	206.32
02/19	02/27/2019	83734	DTE Energy	592-538-920.000	292.13
02/19	02/27/2019	83734	DTE Energy	101-345-920.000	2,224.29

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02/19	02/27/2019	83734	DTE Energy	592-551-920.000	4,821.27
02/19	02/27/2019	83734	DTE Energy	592-551-920.000	4,973.80
02/19	02/27/2019	83734	DTE Energy	271-790-924.000	1,279.47
02/19	02/27/2019	83734	DTE Energy	592-558-920.000	32.81
02/19	02/27/2019	83734	DTE Energy	592-538-920.000	84.29
02/19	02/27/2019	83734	DTE Energy	101-345-920.100	1,834.05
02/19	02/27/2019	83735	Dubois-Cooper Associates Inc.	592-558-775.000	2,330.00
02/19	02/27/2019	83736	Dunkel Excavating Services Inc.	514-587-802.000	10,676.25
02/19	02/27/2019	83736	Dunkel Excavating Services Inc.	202-479-802.000	10,676.25
02/19	02/27/2019	83736	Dunkel Excavating Services Inc.	203-479-802.000	1,120.00
02/19	02/27/2019	83736	Dunkel Excavating Services Inc.	101-268-802.000	1,440.00
02/19	02/27/2019	83736	Dunkel Excavating Services Inc.	514-587-802.000	8,867.50
02/19	02/27/2019	83736	Dunkel Excavating Services Inc.	203-479-802.000	787.50
02/19	02/27/2019	83737	Emmet County Treasurer	703-040-222.218	2,769.93
02/19	02/27/2019	83737	Emmet County Treasurer	703-040-228.218	3,426.73
02/19	02/27/2019	83737	Emmet County Treasurer	703-040-222.218	71,683.58
02/19	02/27/2019	83737	Emmet County Treasurer	703-040-222.218	36,341.40
02/19	02/27/2019	83737	Emmet County Treasurer	703-040-233.000	133.81
02/19	02/27/2019	83737	Emmet County Treasurer	703-040-233.000	165.53
02/19	02/27/2019	83737	Emmet County Treasurer	703-040-233.000	.61
02/19	02/27/2019	83737	Emmet County Treasurer	703-040-233.000	.31
02/19	02/27/2019	83738	Energis Holdings, LLC	582-584-802.000	14,283.00
02/19	02/27/2019	83739	Environmental Resource Assoc.	592-553-801.000	179.07
02/19	02/27/2019	83740	Etna Supply	592-544-775.000	312.00
02/19	02/27/2019	83741	Eyes Only Media LLC	248-540-882.180	299.70
02/19	02/27/2019	83742	Fastenal Company	661-598-931.000	63.46
02/19	02/27/2019	83742	Fastenal Company	661-598-785.000	20.40
02/19	02/27/2019	83742	Fastenal Company	661-598-931.000	154.79
02/19	02/27/2019	83743	FLETCH'S INC.	661-598-932.000	45.27
02/19	02/27/2019	83744	Ginop Sales Inc.	661-598-931.000	149.96
02/19	02/27/2019	83744	Ginop Sales Inc.	661-598-931.000	93.80
02/19	02/27/2019	83744	Ginop Sales Inc.	661-598-931.000	48.86
02/19	02/27/2019	83745	Great Lakes Energy	101-345-920.100	586.54
02/19	02/27/2019	83745	Great Lakes Energy	592-538-920.000	453.16
02/19	02/27/2019	83745	Great Lakes Energy	592-558-920.000	137.50
02/19	02/27/2019	83745	Great Lakes Energy	101-345-920.100	586.54- V
02/19	02/27/2019	83745	Great Lakes Energy	592-538-920.000	453.16- V
02/19	02/27/2019	83745	Great Lakes Energy	592-558-920.000	137.50- V
02/19	02/27/2019	83746	Great Lakes Pipe & Supply	661-598-932.000	23.58
02/19	02/27/2019	83746	Great Lakes Pipe & Supply	101-265-775.000	21.52
02/19	02/27/2019	83746	Great Lakes Pipe & Supply	101-268-775.000	15.61
02/19	02/27/2019	83746	Great Lakes Pipe & Supply	661-598-932.000	23.58- V
02/19	02/27/2019	83746	Great Lakes Pipe & Supply	101-265-775.000	21.52- V
02/19	02/27/2019	83746	Great Lakes Pipe & Supply	101-268-775.000	15.61- V
02/19	02/27/2019	83747	Greenwell Machine Shop	661-598-931.000	45.41
02/19	02/27/2019	83747	Greenwell Machine Shop	661-598-931.000	45.41- V
02/19	02/27/2019	83748	GREENWOOD CEMETERY BOARD	703-040-238.218	67,626.11
02/19	02/27/2019	83748	GREENWOOD CEMETERY BOARD	703-040-233.000	.59
02/19	02/27/2019	83748	GREENWOOD CEMETERY BOARD	703-040-238.218	67,626.11- V
02/19	02/27/2019	83748	GREENWOOD CEMETERY BOARD	703-040-233.000	.59- V
02/19	02/27/2019	83749	GRP Engineering Inc.	582-588-802.000	892.50
02/19	02/27/2019	83749	GRP Engineering Inc.	582-588-802.000	1,955.00

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02/19	02/27/2019	83749	GRP Engineering Inc.	582-588-802.000	892.50- V
02/19	02/27/2019	83749	GRP Engineering Inc.	582-588-802.000	1,955.00- V
02/19	02/27/2019	83750	Haley's Plumbing & Heating	592-542-802.000	549.14
02/19	02/27/2019	83750	Haley's Plumbing & Heating	592-542-802.000	549.14- V
02/19	02/27/2019	83751	Hubbell Roth & Clark Inc.	592-025-343.000	1,907.33
02/19	02/27/2019	83751	Hubbell Roth & Clark Inc.	592-025-343.000	385.00
02/19	02/27/2019	83751	Hubbell Roth & Clark Inc.	592-560-802.000	1,428.25
02/19	02/27/2019	83751	Hubbell Roth & Clark Inc.	592-560-802.000	1,869.06
02/19	02/27/2019	83751	Hubbell Roth & Clark Inc.	592-549-802.000	1,065.03
02/19	02/27/2019	83751	Hubbell Roth & Clark Inc.	592-025-343.000	1,907.33- V
02/19	02/27/2019	83751	Hubbell Roth & Clark Inc.	592-025-343.000	385.00- V
02/19	02/27/2019	83751	Hubbell Roth & Clark Inc.	592-560-802.000	1,428.25- V
02/19	02/27/2019	83751	Hubbell Roth & Clark Inc.	592-560-802.000	1,869.06- V
02/19	02/27/2019	83751	Hubbell Roth & Clark Inc.	592-549-802.000	1,065.03- V
02/19	02/27/2019	83752	Hyde Services LLC	661-598-931.000	151.48
02/19	02/27/2019	83752	Hyde Services LLC	661-598-931.000	29.18
02/19	02/27/2019	83752	Hyde Services LLC	661-598-931.000	77.66
02/19	02/27/2019	83752	Hyde Services LLC	661-598-931.000	151.48- V
02/19	02/27/2019	83752	Hyde Services LLC	661-598-931.000	29.18- V
02/19	02/27/2019	83752	Hyde Services LLC	661-598-931.000	77.66- V
02/19	02/27/2019	83753	Idexx Distribution Inc.	592-553-775.000	3,616.85
02/19	02/27/2019	83753	Idexx Distribution Inc.	592-553-775.000	3,616.85- V
02/19	02/27/2019	83754	John E. Green Co.	271-790-930.000	1,621.87
02/19	02/27/2019	83754	John E. Green Co.	271-790-930.000	264.00
02/19	02/27/2019	83754	John E. Green Co.	271-790-930.000	1,621.87- V
02/19	02/27/2019	83754	John E. Green Co.	271-790-930.000	264.00- V
02/19	02/27/2019	83755	K & J Septic Service LLC	101-265-970.000	435.00
02/19	02/27/2019	83755	K & J Septic Service LLC	101-265-970.000	435.00- V
02/19	02/27/2019	83756	Kaniewski, Lisa	271-790-958.100	100.00
02/19	02/27/2019	83756	Kaniewski, Lisa	271-790-958.100	100.00- V
02/19	02/27/2019	83757	KCI	101-257-802.000	2,115.65
02/19	02/27/2019	83757	KCI	101-257-802.000	2,115.65- V
02/19	02/27/2019	83758	Kendall Electric Inc.	592-558-775.000	47.88
02/19	02/27/2019	83758	Kendall Electric Inc.	592-558-775.000	166.67
02/19	02/27/2019	83758	Kendall Electric Inc.	592-558-775.000	47.88- V
02/19	02/27/2019	83758	Kendall Electric Inc.	592-558-775.000	166.67- V
02/19	02/27/2019	83759	Kimball Midwest	661-598-931.000	62.94
02/19	02/27/2019	83759	Kimball Midwest	661-598-931.000	62.94- V
02/19	02/27/2019	83760	Kring Chevrolet Cadillac, Dave	661-598-932.000	1,126.01
02/19	02/27/2019	83760	Kring Chevrolet Cadillac, Dave	661-598-932.000	49.35
02/19	02/27/2019	83760	Kring Chevrolet Cadillac, Dave	661-598-932.000	56.19
02/19	02/27/2019	83760	Kring Chevrolet Cadillac, Dave	661-598-932.000	49.35
02/19	02/27/2019	83761	LexisNexis Risk Data Management Inc.	101-208-802.000	50.00
02/19	02/27/2019	83762	Library Network, The	271-790-986.000	62.04
02/19	02/27/2019	83763	Mead & Hunt	592-556-802.000	1,900.00
02/19	02/27/2019	83764	Metal Head Welding LLC	661-598-931.000	115.00
02/19	02/27/2019	83765	Michigan Downtown Association	514-587-912.000	135.00
02/19	02/27/2019	83766	Michigan Officeways Inc.	271-790-751.000	145.44
02/19	02/27/2019	83767	Michigan Water Environment Assoc.	592-560-915.000	75.00
02/19	02/27/2019	83767	Michigan Water Environment Assoc.	592-560-915.000	75.00
02/19	02/27/2019	83767	Michigan Water Environment Assoc.	592-549-915.000	440.00
02/19	02/27/2019	83768	Motion Sports & Safety Products	101-770-985.000	675.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/19	02/27/2019	83769	North Central Mich. College	703-040-235.218	158,163.77
02/19	02/27/2019	83769	North Central Mich. College	703-040-235.218	142,090.33
02/19	02/27/2019	83769	North Central Mich. College	703-040-233.000	2.60
02/19	02/27/2019	83770	North Country IT	271-790-931.000	386.00
02/19	02/27/2019	83771	Northern Copy Express Inc.	271-790-905.000	58.70
02/19	02/27/2019	83771	Northern Copy Express Inc.	101-268-802.000	269.10
02/19	02/27/2019	83772	Northern Lights	101-770-767.000	70.00
02/19	02/27/2019	83772	Northern Lights	101-789-767.000	250.00
02/19	02/27/2019	83773	Northwoods Soda & Syrup Co.	101-770-771.000	63.00
02/19	02/27/2019	83774	Performance Painting	592-554-802.000	448.00
02/19	02/27/2019	83775	Petoskey Machining & Hydraulic	582-593-785.000	230.00
02/19	02/27/2019	83776	Petoskey Parts Plus	661-598-931.000	33.58
02/19	02/27/2019	83777	Petoskey Public Schools	703-040-236.218	2,192.36
02/19	02/27/2019	83777	Petoskey Public Schools	703-040-237.218	1,056.54
02/19	02/27/2019	83777	Petoskey Public Schools	703-040-237.218	740.98
02/19	02/27/2019	83777	Petoskey Public Schools	703-040-237.218	314.07
02/19	02/27/2019	83777	Petoskey Public Schools	703-040-233.000	113.46
02/19	02/27/2019	83777	Petoskey Public Schools	703-040-233.000	51.05
02/19	02/27/2019	83777	Petoskey Public Schools	703-040-233.000	35.82
02/19	02/27/2019	83777	Petoskey Public Schools	703-040-233.000	15.17
02/19	02/27/2019	83778	Power Line Supply	204-481-767.000	111.00
02/19	02/27/2019	83778	Power Line Supply	661-598-767.000	55.50
02/19	02/27/2019	83778	Power Line Supply	592-560-767.000	55.50
02/19	02/27/2019	83779	Prime Diesel & Automotive LLC	661-598-932.000	442.78
02/19	02/27/2019	83780	Proclean North	592-554-802.000	847.00
02/19	02/27/2019	83780	Proclean North	582-593-930.000	1,529.50
02/19	02/27/2019	83781	Rasmussen, Derek	101-770-934.000	157.22
02/19	02/27/2019	83782	Riedell Shoes Inc.	101-770-985.000	284.57
02/19	02/27/2019	83782	Riedell Shoes Inc.	101-770-985.000	284.57- V
02/19	02/27/2019	83783	Scholastic Inc.	271-790-880.000	100.41
02/19	02/27/2019	83783	Scholastic Inc.	271-790-880.000	100.41- V
02/19	02/27/2019	83784	Solutions Electric Inc.	592-558-802.000	134.00
02/19	02/27/2019	83784	Solutions Electric Inc.	592-537-802.000	1,044.56
02/19	02/27/2019	83784	Solutions Electric Inc.	592-558-802.000	134.00- V
02/19	02/27/2019	83784	Solutions Electric Inc.	592-537-802.000	1,044.56- V
02/19	02/27/2019	83785	Spanky's Powersports	101-770-767.000	129.95
02/19	02/27/2019	83785	Spanky's Powersports	101-770-767.000	129.95- V
02/19	02/27/2019	83786	Staples Advantage	101-201-751.000	1.94
02/19	02/27/2019	83786	Staples Advantage	101-770-751.000	137.94
02/19	02/27/2019	83786	Staples Advantage	101-756-751.000	137.94
02/19	02/27/2019	83786	Staples Advantage	101-268-775.000	178.55
02/19	02/27/2019	83786	Staples Advantage	592-560-751.000	1.49
02/19	02/27/2019	83786	Staples Advantage	101-345-751.000	172.95
02/19	02/27/2019	83786	Staples Advantage	101-201-751.000	1.94- V
02/19	02/27/2019	83786	Staples Advantage	101-770-751.000	137.94- V
02/19	02/27/2019	83786	Staples Advantage	101-756-751.000	137.94- V
02/19	02/27/2019	83786	Staples Advantage	101-268-775.000	178.55- V
02/19	02/27/2019	83786	Staples Advantage	592-560-751.000	1.49- V
02/19	02/27/2019	83786	Staples Advantage	101-345-751.000	172.95- V
02/19	02/27/2019	83787	State of Michigan - MDOT	592-020-342.000	545.82
02/19	02/27/2019	83787	State of Michigan - MDOT	592-025-343.000	621.98
02/19	02/27/2019	83787	State of Michigan - MDOT	582-020-360.000	101.54

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/19	02/27/2019	83787	State of Michigan - MDOT	592-020-342.000	545.82- V
02/19	02/27/2019	83787	State of Michigan - MDOT	592-025-343.000	621.98- V
02/19	02/27/2019	83787	State of Michigan - MDOT	582-020-360.000	101.54- V
02/19	02/27/2019	83788	State of Michigan - Office of Financial	592-549-915.000	70.00
02/19	02/27/2019	83788	State of Michigan - Office of Financial	592-549-915.000	70.00- V
02/19	02/27/2019	83789	Tailor Shop, The	101-345-775.000	74.00
02/19	02/27/2019	83789	Tailor Shop, The	101-345-775.000	74.00- V
02/19	02/27/2019	83790	Temperature Control Inc.	592-554-802.000	608.50
02/19	02/27/2019	83790	Temperature Control Inc.	592-554-802.000	608.50- V
02/19	02/27/2019	83791	Thompson, William S.	514-587-802.100	760.97
02/19	02/27/2019	83791	Thompson, William S.	514-587-802.100	35.68
02/19	02/27/2019	83792	Top Line Electric LLC	592-558-802.000	360.00
02/19	02/27/2019	83793	Trace Analytical Laboratories LLC	592-553-801.000	334.80
02/19	02/27/2019	83794	Tredroc Tire Services	661-598-932.000	475.51
02/19	02/27/2019	83794	Tredroc Tire Services	661-598-931.000	313.00
02/19	02/27/2019	83795	Up North Service LLC	204-550-802.000	227.50
02/19	02/27/2019	83795	Up North Service LLC	514-587-802.000	6,619.46
02/19	02/27/2019	83796	Valley City Linen	271-790-752.000	25.00
02/19	02/27/2019	83796	Valley City Linen	271-790-752.000	25.00
02/19	02/27/2019	83796	Valley City Linen	271-790-752.000	25.00
02/19	02/27/2019	83796	Valley City Linen	271-790-752.000	25.00
02/19	02/27/2019	83796	Valley City Linen	271-790-752.000	25.00
02/19	02/27/2019	83797	VSP	101-172-724.000	27.11
02/19	02/27/2019	83797	VSP	101-201-724.000	109.54
02/19	02/27/2019	83797	VSP	101-208-724.000	20.05
02/19	02/27/2019	83797	VSP	101-215-724.000	40.09
02/19	02/27/2019	83797	VSP	101-265-724.000	12.09
02/19	02/27/2019	83797	VSP	101-268-724.000	26.45
02/19	02/27/2019	83797	VSP	101-345-724.000	452.28
02/19	02/27/2019	83797	VSP	101-400-724.000	10.73
02/19	02/27/2019	83797	VSP	101-441-724.000	75.55
02/19	02/27/2019	83797	VSP	101-754-724.000	10.42
02/19	02/27/2019	83797	VSP	101-756-724.000	47.13
02/19	02/27/2019	83797	VSP	101-770-724.000	58.17
02/19	02/27/2019	83797	VSP	101-773-724.000	4.92
02/19	02/27/2019	83797	VSP	101-789-724.000	11.46
02/19	02/27/2019	83797	VSP	204-481-724.000	67.20
02/19	02/27/2019	83797	VSP	271-790-724.000	134.40
02/19	02/27/2019	83797	VSP	514-587-724.000	10.73
02/19	02/27/2019	83797	VSP	582-588-724.000	125.92
02/19	02/27/2019	83797	VSP	592-549-724.000	118.85
02/19	02/27/2019	83797	VSP	592-560-724.000	40.09
02/19	02/27/2019	83798	Water Isac	592-560-915.000	524.00
02/19	02/27/2019	83799	Windemuller	592-537-802.000	268.00
02/19	02/27/2019	83800	Great Lakes Energy	101-345-920.100	586.54
02/19	02/27/2019	83800	Great Lakes Energy	592-538-920.000	453.16
02/19	02/27/2019	83800	Great Lakes Energy	592-558-920.000	137.50
02/19	02/27/2019	83801	Great Lakes Pipe & Supply	661-598-932.000	23.58
02/19	02/27/2019	83801	Great Lakes Pipe & Supply	101-265-775.000	21.52
02/19	02/27/2019	83801	Great Lakes Pipe & Supply	101-268-775.000	15.61
02/19	02/27/2019	83802	Greenwell Machine Shop	661-598-931.000	45.41
02/19	02/27/2019	83803	GREENWOOD CEMETERY BOARD	703-040-238.218	67,626.11

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/19	02/27/2019	83803	GREENWOOD CEMETERY BOARD	703-040-233.000	.59
02/19	02/27/2019	83804	GRP Engineering Inc.	582-588-802.000	892.50
02/19	02/27/2019	83804	GRP Engineering Inc.	582-588-802.000	1,955.00
02/19	02/27/2019	83805	Haley's Plumbing & Heating	592-542-802.000	549.14
02/19	02/27/2019	83806	Hubbell Roth & Clark Inc.	592-025-343.000	1,907.33
02/19	02/27/2019	83806	Hubbell Roth & Clark Inc.	592-025-343.000	385.00
02/19	02/27/2019	83806	Hubbell Roth & Clark Inc.	592-560-802.000	1,428.25
02/19	02/27/2019	83806	Hubbell Roth & Clark Inc.	592-560-802.000	1,869.06
02/19	02/27/2019	83806	Hubbell Roth & Clark Inc.	592-549-802.000	1,065.03
02/19	02/27/2019	83807	Hyde Services LLC	661-598-931.000	151.48
02/19	02/27/2019	83807	Hyde Services LLC	661-598-931.000	29.18
02/19	02/27/2019	83807	Hyde Services LLC	661-598-931.000	77.66
02/19	02/27/2019	83808	Idexx Distribution Inc.	592-553-775.000	3,616.85
02/19	02/27/2019	83809	John E. Green Co.	271-790-930.000	1,621.87
02/19	02/27/2019	83809	John E. Green Co.	271-790-930.000	264.00
02/19	02/27/2019	83810	K & J Septic Service LLC	101-265-970.000	435.00
02/19	02/27/2019	83811	Kaniewski, Lisa	271-790-958.100	100.00
02/19	02/27/2019	83812	KCI	101-257-802.000	2,115.65
02/19	02/27/2019	83813	Kendall Electric Inc.	592-558-775.000	47.88
02/19	02/27/2019	83813	Kendall Electric Inc.	592-558-775.000	166.67
02/19	02/27/2019	83814	Kimball Midwest	661-598-931.000	62.94
02/19	02/27/2019	83815	Riedell Shoes Inc.	101-770-985.000	284.57
02/19	02/27/2019	83816	Scholastic Inc.	271-790-880.000	100.41
02/19	02/27/2019	83817	Solutions Electric Inc.	592-558-802.000	134.00
02/19	02/27/2019	83817	Solutions Electric Inc.	592-537-802.000	1,044.56
02/19	02/27/2019	83818	Spanky's Powersports	101-770-767.000	129.95
02/19	02/27/2019	83819	Staples Advantage	101-201-751.000	1.94
02/19	02/27/2019	83819	Staples Advantage	101-770-751.000	137.94
02/19	02/27/2019	83819	Staples Advantage	101-756-751.000	137.94
02/19	02/27/2019	83819	Staples Advantage	101-268-775.000	178.55
02/19	02/27/2019	83819	Staples Advantage	592-560-751.000	1.49
02/19	02/27/2019	83819	Staples Advantage	101-345-751.000	172.95
02/19	02/27/2019	83820	State of Michigan - MDOT	592-020-342.000	545.82
02/19	02/27/2019	83820	State of Michigan - MDOT	592-025-343.000	621.98
02/19	02/27/2019	83820	State of Michigan - MDOT	582-020-360.000	101.54
02/19	02/27/2019	83821	State of Michigan - Office of Financial	592-549-915.000	70.00
02/19	02/27/2019	83822	Tailor Shop, The	101-345-775.000	74.00
02/19	02/27/2019	83823	Temperature Control Inc.	592-554-802.000	608.50
Grand Totals:					1,333,709.52

Report Criteria:

Check.Date = 02/14/2019-02/27/2019

Check Number	Date	Name	GL Account	Amount
83462	02/22/2019	Client Mortgage Inc.	582040285000	71.51-
83640	02/20/2019	Blair, Lisa	582588803000	40.00
83641	02/20/2019	Campos, Jacqueline	582040285000	48.54
83642	02/20/2019	Cherven, Laura	582588803000	100.00
83643	02/20/2019	Haskins, Kathleen	582588803000	21.21
83644	02/20/2019	Howard Property Partners	701040274000	4,332.82
83645	02/20/2019	John E. Green Co.	701040274000	456.36
83646	02/20/2019	Lagerstrom, Thomas	582588803000	62.60
83647	02/20/2019	Matthews, Paul	582588803000	215.00
83648	02/20/2019	Northgoods	582588803000	20.90
83649	02/20/2019	Otto, Steven	582588803000	50.00
83709	02/20/2019	Petrowski, Gwen	582081642300	50.00
83710	02/27/2019	Client Mortgage Inc.	582040285000	71.51
83711	02/27/2019	Concord Academy	101087654000	125.00
83712	02/27/2019	Elgart, Sarah	582040285000	28.32
83713	02/27/2019	Haworth, Amanda	582040285000	14.06
83714	02/27/2019	Palo, Kristina	582040285000	40.84
Grand Totals:				5,605.65



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 4, 2019

PREPARED: February 28, 2019

AGENDA SUBJECT: Appointment Recommendation

RECOMMENDATION: That the City Council consider these reappointments

The City Council will be asked to consider the following reappointments:

- TIFA – Reappointment of Shirley Burns, 215 Division Street, for a four-year term ending April 2023; and
- ZONING BOARD OF APPEALS – Reappointment of Chris Hinrichs, 506 Elizabeth Street, for a three-year term ending April 2022.

sb
Enclosures



City of Petoskey

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

RECEIVED

FEB 22 2019

CITY OF PETOSKEY
CITY MANAGER

SB

Application to Serve on a Board or Commission

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

■ Name	BURNS			Shurley			■ Date	2/22/19			
	Last			First				Initial			
■ Residence Address	215	DIVISION ST			PETOSKEY	mi	49770	■ Home Phone	347 3404		
	Number	Street			City	State	Zip				
■ Email Address	grammim144@gmail.com							■ Work Phone			

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying? TIFA
- How do you believe your appointment would benefit the City? love the waterfront, I want to continue that area which is a Big calling card for Petoskey.
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity. Petoskey Area Garden Club - 35+ years, volunteer various positions with Em. / Char. No. Fair
- How many continuous years have you lived in Petoskey? 51 years
- Any other helpful information relevant to your application. I think it is helpful to have various opinions, age, etc. of people on Boards - someone needs to know history

While it is not required, a resume is helpful in the recruitment process for City Boards and Commissions.

- ☒ YES ☐ NO Are you a registered voter?
- ☐ YES ☒ NO Are you currently in default of taxes or fines to the City of Petoskey?
- ☒ YES ☐ NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? husband - planning com.
- ☐ YES ☒ NO Have you ever been convicted of a felony? If yes, please explain.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Applicant Signature: Shirley B. Burns Date: 2/22/19



City of Petoskey

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

RECEIVED

FEB 21 2019

CITY OF PETOSKEY
CITY MANAGER

SB

Application to Serve on a Board or Commission

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

■ Name	Hinrichs		Christopher		R	■ Date	2	19	19
	Last		First		Initial				
■ Residence Address	506	Elizabeth St.	Petoskey	MI	49770	■ Home Phone	231	582	5447
	Number	Street	City	State	Zip				
■ Email Address	crhinrichs@gmail.com					■ Work Phone			

Please answer the following questions using the space provided.

1. What Board or Commission interests you and why are you applying? Zoning Board of Appeals. I am looking to retain my current position.
2. How do you believe your appointment would benefit the City? Knowledge and experience from being on the ZBA. 20+ years in the field of architecture.
3. Describe any involvement in the community on a Board or Commission or in another volunteer capacity. 1 year on the ZBA Volunteer as a ski patroller at Boyne Mt. - 22 years.
4. How many continuous years have you lived in Petoskey? 7
5. Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City Boards and Commissions.

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Are you a registered voter?
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Are you currently in default of taxes or fines to the City of Petoskey?
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? <u>ZBA</u>
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Have you ever been convicted of a felony? If yes, please explain.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Applicant Signature:

Date:

2-19-19



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 4, 2019

PREPARED: February 28, 2019

AGENDA SUBJECT: First Reading of a Proposed Ordinance Establishing a PILOT Program for Harbor Village Apartments

RECOMMENDATION: That the City Council conduct a first reading or proposed ordinance

Background Harbor Village Apartments on Crestview Drive includes three separate buildings under the current ownership of Stratford Group LTD. See enclosed photos. The current owner, Ken Werth, is proposing to sell the three buildings to his son, Stephen Werth (JPS Petoskey LDHA LP), and would like City Council to consider approving a Payment In Lieu of Taxes (PILOT) program for all three buildings. Currently, there is a PILOT in place with a 10% annual service charge for the two senior citizen complexes (88 units). Mr. Werth is asking for an increase in the current 10% service charge for the senior housing units to 12.79% as well as a new PILOT for the third building, a family apartment complex with 48 units. The family apartment complex would have the same service charge percentage as the senior buildings, or 12.79%.

The PILOT is needed by the developer as part of an overall financing package using Federal Low-Income Housing Tax Credits administered through the Michigan State Housing Development Authority (MSHDA) that would permit the rehabilitation of the three complexes. To implement such a tax-credit program, the City Council would be required to adopt the enclosed ordinance amending the City Code taxation provisions. The City has approved the following PILOTS to provide affordable housing for low-income or elderly persons:

- | | |
|--|------------------------------|
| 1. Harbor Village Senior Citizen Apartments
1401 and 1501 Crestview Drive | 10.00% annual service charge |
| 2. Riverview Terrace
11 Bridge Street | 4.00% annual service charge |
| 3. Traverse Woods
201 and 203 Lafayette Avenue | 14.66% annual service charge |

Who Qualifies for Affordable Housing Units? All of the units, except the manager's unit, will be restricted under both the USDA Rural Development Section 515 and the Low-Income Housing Tax Credit program. USDA uses a maximum income limit of 80% of Area Median Income (AMI). The tax credit program limit is 60% of AMI or an average of 60% of the entire building. An applicant that applies would pay no more than 30% of their adjusted income, including a utility allowance for electricity, and if they can't afford the basic rent, the project based rental assistance pays the balance. These restrictions would be the same restrictions as Traverse Woods and Riverview Terrace.

The AMI in Emmet County is \$68,000 with 60% of AMI being \$40,800. The apartment complexes also accept Section 8 vouchers which help low-income residents pay their rent.

Proposal and Annual Service Charge Calculation The proposed PILOT with Werth Development Incorporated would not require a property tax reduction, but replace property taxes with an annual service charge that is equal to the property taxes that would have been received if not for the PILOT. Based upon discussions with the developer and comparing current taxes on the family apartments with revenues derived from the annual 10% service charges on the two senior buildings, Staff recommends the annual service charge be set at 12.79% for all three buildings. With this approach the annual service charge revenues would equal what the City would have realized through property taxes and the current 10% annual service charge. (The service charge percentage, 12.79%, is calculated on the annual rental income of the property less utility costs.)

For illustration, in 2017 the City collected \$78,539 in revenues with \$47,195 in property taxes for the family apartment complex and \$31,344 in PILOT dollars for the 10% annual service charge for both senior citizen buildings. Using rental income that has been provided by the company, a PILOT service charge rate of 12.79% would be necessary to equal the amounts that otherwise would have been collected as revenues from property taxes and the current 10% annual service charge on the senior citizen buildings.

Proposed monthly rents would be in the mid to upper \$400 range per month for both the senior citizen units and the family complex for qualifying persons or families.

Mr. Werth is proposing over \$6.5 million in building rehabilitations for all three buildings that includes but not limited to energy efficiency LED lighting, high efficiency boilers, low flow toilets, new windows, additional insulation, and efforts to reduce air infiltration. See enclosed correspondence from Mr. Stephen Werth dated February 25, 2019.

Enclosed is a draft PILOT ordinance developed and reviewed by City Attorney Jim Murray. Staff has also included a one-page summary of *"What is a PILOT"* from the Community Housing Network.

Action PILOTs are a fairly common investment incentive that municipalities use to promote affordable housing within the community. Staff recommends approval of the PILOT ordinance at the second reading based upon the following:

1. Passage of the PILOT ordinance would continue to address a growing need for affordable housing units within the community.
2. There is no reduction in revenues to the City as the 12.79% annual service charge is equal to the current property taxes on the family unit and the 10% annual service charge on the senior apartments that the City is currently receiving.
3. Developer would invest \$6.5 million into the existing structures maintaining a valuable affordable housing development for many years to come.
4. Economic stimulus to the community by investing \$6.5 million in Harbor Village Senior Citizen Apartments and the Harbor Village Family Apartments.

rs
Enclosures

Harbor Village Senior Citizen Apartments I and II



Harbor Village



WERTH INVESTMENTS, LLC

458 WEST BALDWIN
PO Box 7
ALPENA, MI 49707
(989) 358-8080
FAX (989) 354-5923

February 25, 2019

Mayor Murphy and the Petoskey City Council
101 E. Lake St.
Petoskey, MI 49770

Reference: Payment in Lieu of Tax Ordinance (PILOT) Request

Dear Mayor Murphy and the City Council of Petoskey:

We are requesting your support for the adoption of a Payment in Lieu of Tax Ordinance (PILOT) for the following affordable rental housing developments located behind Hobby Lobby on Crestview Drive in the City of Petoskey:

Harbor Village Senior Citizen I Apartments	44 units
Harbor Village Senior Citizen II Apartments	44 units
Harbor Village Apartments (family)	<u>48 units</u>
Total	136 units

Between 1991 and 1993, these properties were built by my father, Ken Werth, and his brother, Lowell. They have been managed by Stratford Group, Ltd since the original construction. This company is also a family owned business and manages over 1400 other affordable apartment units around the state of Michigan.

All these apartment homes were originally developed to be affordable under the regulations of the United State Department of Agriculture – Rural Development Section 515 program and the Low-Income Housing Tax Credit program and continue to provide area families and senior citizens, a clean, safe and affordable place to call home.

Since the time these three properties were constructed, the City of Petoskey has permitted the two senior citizen properties to pay a 10% PILOT allowed under State Housing Development Authority Act of 1966. For some reason, the 48-unit family development was not included in this benefit, even though the property qualifies under the same provisions and income restrictions.

The purpose of this PILOT Ordinance request is to allow the inclusion of the 48-unit Harbor Village Apartments under a new PILOT Ordinance so that we can apply for the necessary funding to perform a total renovation of these apartment homes, to bring them up to “like new” condition. This proposed project will include approximately \$6.5 million dollars in construction spending that will be used to completely renovate all 136 units with new siding, energy efficient windows, roofing, doors, cabinets, countertops, flooring, Energy Star appliances, high-efficiency boilers and water heaters and many other improvements. As part of this process, we will be incorporating many “green” building materials and equipment to increase the energy efficiency of the buildings. Many of these upgrades are also required as a result of new

building codes and accessibility codes adopted since the original construction. A Scope of Work indicating the proposed renovations is attached.

The funding for these renovations is made possible through a competitive application process for federal Low-Income Housing Tax Credits (LIHTC) which is administered by the Michigan State Housing Development Authority (MSHDA). The renovated properties will also remain financed under a USDA – Rural Development Mortgage and will continue to provide project based rental assistance for 97 of the 136 units, for the lowest income residents that need it. To qualify for this funding, it is necessary to obtain this new PILOT Ordinance so that the property taxes for all units are based on the income generated from the residents, like the 88 senior citizen units have since new.

These developments are not like a typical market rate investment property. They are subject to many federal and state regulations, such as maximum income restrictions to qualify residents for occupancy and the inability to rent to full time students. The property does not enjoy the benefits of appreciation or unrestricted cash flow. Because these properties are government financed, they are continually inspected to ensure compliance with all state and federal regulations for the safety and satisfaction of the tenants. As part of the refinancing and renovation process, the current mortgages will be extended for another 30 years and the Low-Income Housing Tax Credit use restrictions will be extended for 45 years. This will ensure that these apartment homes stay affordable rental housing in the City of Petoskey for many years to come.

I have been working with Mr. Robert Straebel and Mr. Alan Terry to put together a PILOT Ordinance that we anticipate will be acceptable to the City. The result is a PILOT Ordinance with a rate of 12.79% which incorporates both the family and senior citizen apartment homes. This rate is higher than what is currently in place for the 88 senior citizen units but is needed to bring the 48 family units into this PILOT Ordinance and keep the City whole, based on the current tax revenue.

With this PILOT Ordinance in place and a successful tax credit funding award, the developments will continue to have a positive, sustainable impact on the community by providing:

- a) Reinvestment in existing structures and renewing a valuable asset to the community.
- b) Preserving safe and affordable housing for the residents and the work force of the community in a convenient location with easy access to local businesses, medical facilities, educational facilities, recreational areas and shopping, regardless of their income or social class.
- c) Utilization of many “green” building products and systems that benefit the environment and the residents.

The application deadline for the Low-Income Housing Tax Credits is April 1st and we are diligently working to get this proposal submitted for this round. If we are successful, the renovations could begin as early next fall.

My family has been property owners in the Petoskey community for over 27 years and we have done our best to provide a safe and healthy environment for the residents at these properties. I believe we have proven that we are a reputable organization and would like to continue providing current and future residents with the same level of service they have come to expect at our developments. With the addition of the much-needed renovations, this affordable housing development will continue to be an asset to the community and a great benefit to the residents of Petoskey.

Very truly yours,

Werth Investments, LLC

A handwritten signature in black ink, appearing to read "SK Werth". The signature is stylized with a large "S" and "K" and a cursive "Werth".

Stephen K. Werth

PROPOSED SCOPE OF WORK

Harbor Village Family Apartments Harbor Village Senior Apartments I & II Petoskey, Michigan

UNIT INTERIORS:

- Drywall repair and repainting, as needed
- Replace doors, casing and base, as needed
- Replace vinyl flooring and carpet
- Replace door hardware
- Painting and caulking
- Install new bath accessories
- Replace cabinets and countertops
- Install new Energy Star refrigerator and dishwasher
- Install new electric range
- Install new over-the-range microwave in non-barrier free units
- Install new garbage disposal
- Install new kitchen sink, bath lavatory, water saver toilet, tub/shower units
- Install new faucets with water saving aerators
- Install new light fixtures with energy saver led bulbs
- Install new window blinds
- Replace or repair hydronic baseboard as required
- Install thru-wall air conditioning unit
- Install new Cat5e network cable and RG-6 coax cable to each unit.

BUILDING INTERIORS - COMMON AREAS:

- Drywall repair and painting, as needed
- Replace doors, casing and base, as needed
- Replace door hardware
- Replace flooring
- Replace laundry area countertops
- Replace light fixtures including energy saving led bulbs
- Replace plumbing fixtures with water saving type
- Replace boilers, zone valves, pumps and water heater with high efficiency type equipment

BUILDING EXTERIOR:

- Install new vinyl siding, trim, fascia and soffit
- Install new 30 yr. shingles
- Install new gutters and downspouts, as needed
- Replace windows and sliding glass doors with Energy Star rated units
- Replace building entry doors

SITE IMPROVEMENTS & REPAIRS:

- Repair or replace sidewalk and site concrete as required
- Resurface parking lot; install curbs where needed
- Replace and/or renovate existing site lighting; add new lights, as needed; install energy saving led bulbs
- Install new landscaping; remove overgrown trees and shrubs and install maintenance strip, as needed.
- Replace dumpster enclosures with vinyl fencing
- Replace site signage with more attractive style
- Install new playground at family buildings with new, more modern equipment
- Install new sprinklers, as needed, and upgrade existing sprinklers, as needed, all with moisture sensors

**CITY OF PETOSKEY
TAX EXEMPTION ORDINANCE
ORDINANCE NO: _____**

An Ordinance to provide for a service charge in lieu of taxes for an existing multiple family dwelling project for low- and moderate-income persons and families financed with a federally-aided and/or Authority-aided Mortgage Loan or an advance or grant from the Authority pursuant to the provisions of the State Housing Development Authority Act of 1966 (1966 PA 346, as amended; MCL 125.1401, *et seq*) (the "Act").

THE CITY OF PETOSKEY ORDAINS:

SECTION 1. This Ordinance shall be known and cited as the "City of Petoskey Tax Exemption Ordinance for JPS Petoskey LDHA LP".

SECTION 2. Preamble

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low to moderate income and to encourage the development of such housing by providing for a service charge in lieu of ad valorem property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCLA Section 125.1401 *et seq.*, MSA Section 116.114(1) *et seq.*) (the "Act"). The City of Petoskey is authorized by said Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under the Act at any amount it chooses not to exceed the taxes that would be paid but for the Act. It is further acknowledged that such housing for persons of low and moderate income is a public necessity, and as the City of Petoskey will be benefited and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption.

The City of Petoskey acknowledges that JPS Petoskey Limited Dividend Housing Association Limited Partnership, a Michigan Limited Partnership (the "Sponsor") has offered, subject to receipt of a Low Income Housing Tax Credit Reservation from the Michigan State Housing Development Authority, to erect, rehabilitate, own and/or operate a housing development identified as Harbor Village Apartments – Parcel No.: 51-19-07-100-015, Harbor Village Senior Citizen I Apartments – Parcel No.: 51-19-07-100-016 and Harbor Village Senior Citizen II Apartments – Parcel No.: 51-19-07-100-017 (the "Housing Development") on certain property located at 1301, 1309, 1317, 1325, 1401 & 1501 Crestview Drive, respectively, in the City of Petoskey to serve persons of low and moderate income and that the Sponsor has offered to pay the City of Petoskey on account of this housing development an annual service charge for public services in lieu of all taxes.

SECTION 3. Definitions

All terms shall be defined as set forth in the State Housing Development Authority Act of 1966, being Public Act of 346 of 1966 of the State of Michigan, as amended, except as follows:

- a) Act means the State Housing Development Authority Act, being Public Act 346 of 1966 of the State of Michigan, as amended.
- b) Annual Shelter Rent means the total collections benefiting the Housing Development during an agreed annual period from all occupants of a housing development representing rent or occupancy charges, less overage paid to Rural Development, exclusive of Utilities.
- c) Authority means the Michigan State Housing Development Authority, a public body, corporate and politic of the State of Michigan.
- d) Rural Development means the United States Department of Agriculture-Rural Development through the Rural Rental Housing Program under Section 515 of the federal Housing Act of 1949, as amended.
- e) Housing Development means a development which contains a significant element of housing for persons of low and moderate income and such elements of other housing, commercial, recreational, industrial, communal and educational facilities as the Authority determines improves the quality of the development as it relates to housing for persons of low and moderate income.
- f) Low- and Moderate-Income Persons means persons and families eligible to move into a Housing Development assisted by the Authority and/or Rural Development.
- g) Mortgage Loan means a loan made, transferred, to be made or to be transferred by Rural Development and/or the Authority to the Sponsor for the acquisition, construction, rehabilitation and/or permanent financing of the Housing Development.
- h) Sponsor means person(s) or entity(ies), which have applied or will apply to Rural Development and/or the Authority for a Mortgage Loan or reservation of Low Income Housing Tax Credits to finance a Housing Development.
- i) Utilities means, gas, water, sanitary sewer service and/or electrical service, which are paid by the Housing Development.

SECTION 4. Class of Housing Development

It is determined that the class of Housing Development to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be that portion of a development which is for low- and moderate-income persons and which is financed or assisted pursuant to the Act. It is further determined that Harbor Village Apartments, Harbor Village Senior Citizen I Apartments and Harbor Village Senior Citizen II Apartments are of this class and solely for the benefit of Low and Moderate Persons as defined herein.

SECTION 5. Establishment of Annual Service Charge

The Housing Development identified as Harbor Village Apartments, Harbor Village Senior Citizen I Apartments and Harbor Village Senior Citizen II Apartments and the property on which they are constructed shall be exempt from all ad valorem property taxes from and after the transfer of the Housing Development to the Sponsor. The City of Petoskey acknowledging that the Sponsor, Rural Development and the Authority have established the economic feasibility of the Housing Development in reliance upon the enactment and continuing effect of this Ordinance and the qualification of the Housing Development for exemption from all ad valorem property taxes and a Payment In Lieu Of Taxes (PILOT) as established in this Ordinance, and in consideration of the Sponsors offer, subject to receipt of a Low Income Housing Credit Reservation from the Authority or a Mortgage Loan from Rural Development, to rehabilitate, own and operate the Housing Development, the City agrees to accept payment of an annual service charge for public services in lieu of all ad valorem property taxes. The annual service charge shall be equal to 12.79% of the Annual Shelter Rents, as defined in this Ordinance, actually collected by the Housing Development during each operating year.

SECTION 6. Limitation on the Annual Service Charge.

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the Housing Development which is tax exempt and which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the Housing Development if the Housing Development were not tax exempt. The term "low-income persons or families" as used herein shall be the same meaning as found in Section 15(a)(7) of the Act.

SECTION 7. Contractual Effect of Ordinance.

Notwithstanding the provisions of section 15(a)(5) of the Act, to the contrary, a contract between the City of Petoskey and the Sponsor, with the Authority and Rural Development as third-party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

SECTION 8. Payment of Service Charge.

The service charge in lieu of taxes as determined under the Ordinance shall be payable in the same manner as general property taxes are payable to the City of Petoskey and distributed to the several units levying the general property tax in the same proportion as provided with the general property tax in the previous calendar year. The annual payment for each operating year will be paid on or before September 1st of the following year. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA 206, as amended; MLC 211.1 et seq).

SECTION 9. Duration

This Ordinance shall remain in effect and shall not terminate so long as the Mortgage Loan remains outstanding and unpaid or the Housing Development remains subject to income and rent restrictions under Section 42 of the Internal Revenue Code of 1986, as amended; provided, that rehabilitation of the Housing Development commences within twenty-four (24) months from the effective date of this Ordinance.

SECTION 10. Severability

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of the Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

SECTION 11. Inconsistent Ordinances

All ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

SECTION 12. Effective Date

This Ordinance shall take effect fourteen (14) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Adopted, enacted and ordained by the City of Petoskey City Council this _____ day of _____, 2019.

Adopted: _____

Effective: _____

Mayor

City Clerk

Page Address: <https://communityhousingnetwork.org/what-is-a-pilot/>

What is a PILOT?

By C.J. Felton · January 25, 2016

Most people think of a PILOT as a person who flies a plane, or the device that lights your stove or furnace. Those of us who work in real estate development and community revitalization have a different definition for a PILOT, and it is one of the more important and useful resources in our development toolbox.

A PILOT, or Payment in Lieu of Taxes, is an investment incentive negotiated between a taxing authority (typically a municipality) and a developer. The PILOT replaces a traditional property tax assessment with a limited and/or deferred payment, in place, or in "lieu", of the summer and winter property taxes that most property owners in Michigan pay.

Housing development PILOTS are most often multi-year agreements with payments based on a percentage of net collected rents.

In essence, the municipality agrees to accept a lesser amount of property tax revenue in exchange for all of the other economic benefits that come from the new development. In the case of housing development, these benefits include direct municipal revenues from things such as building permits, water and sewer, property licensing and inspection fees, and additional property tax revenues from increased property values in the area surrounding the new development. There is also indirect benefit to the community from new residents who contribute to the local economy.

PILOTS can often make it possible for developers to invest in communities and neighborhoods where it would be difficult to develop if the property was subject to taxation on the assessed value of the property. PILOTS help form long-term partnerships between developers and the municipalities and are an important tool in creating places where people want to live, work, and play.





City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 4, 2019

DATE PREPARED: February 27, 2019

AGENDA SUBJECT: First reading of an ordinance to replace Section 21-39 (2) of the Petoskey Code of Ordinances

RECOMMENDATION: That City Council conduct a first reading of proposed ordinance



Background Section 21-39 of the Code of Ordinances regulates on street parking from December 1 – April 1 for snow removal purposes. Section 21-39(2) has regulations specific to the Central Business District in order to allow for efficient snow removal in this dense mixed-use area. In 2014, the B-2A Transitional Business District was created in the area north of Bay Street that had previously been zoned B-2 Central Business District. Staff was unaware that Section 21-39 (2) Overnight On-Street Parking had regulations specific to the CBD Zoning District, so now that the area is zoned B-2A Transitional Business District, the regulations do not apply. This issue was brought to the attention of the Department of Public Safety, who believes that the B-2A Transitional Business District needs to be treated the same as the B2 Central Business District for snow removal purposes.

Summary The proposed ordinance amendment would include the B-2A District as an area that needs to be free from on-street parking between the hours of 3:00 A.M. and 5:00 A.M., Sundays through Saturdays, annually, from December 1 to the following April 1. The highlighted text below is the proposed change.

Overnight On-Street Parking Section 21-39 (2) **Downtown exception**. The provisions in this section shall not apply to public streets within the B-2 Central Business District or **the B-2A Transitional Business District**. **Within these two zoning districts (B-2 and B-2A)**, no motor vehicle shall be parked on any public street between the hours of 3:00 A.M. and 5:00 A.M., Sundays through Saturdays, annually, from December 1 to the following April 1.



Zoning Districts

	B2 Central Business
	B-2A Transitional Business

Recommendation Staff recommends that City Council hold a first reading on the proposed ordinance.

at
Enclosure

ORDINANCE NO. _____

AN ORDINANCE TO REPLACE SECTION 21-39 (2)

The City of Petoskey ordains:

1. **Section 21-39 (2) of the Petoskey Code of Ordinances is hereby terminated in its entirety and replaced with the following:**

Downtown exception. The provisions in this section shall not apply to public streets within the B-2 Central Business District or the B-2A Transitional Business District. Within these two zoning districts (B-2 and B-2A), no motor vehicle shall be parked on any public street between the hours of 3:00 A.M. and 5:00 A.M., Sundays through Saturdays, annually, from December 1 to the following April 1.

2. **Conflicting Standards.**
If any of the standards set forth in this amendment conflict with any other standards of previous or further ordinances or amendments, the stricter standards shall apply.
3. **Repeal; Savings Clause.**
All ordinances, resolutions, or orders, or parts thereof, in conflict with the provisions of this ordinance are, to the extent of such conflict, repealed.
4. **Severability.**
The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.
5. **Effect.**
This ordinance shall take effect fifteen (15) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Adopted, enacted and ordained by the City of Petoskey City Council this _____ day of _____ 2019.

John Murphy
Its Mayor

Alan Terry
Its Clerk



BOARD: City Council

MEETING DATE: March 4, 2019

PREPARED: February 25, 2019

AGENDA SUBJECT: Priority Redevelopment Site Predevelopment Assistance

RECOMMENDATION: That the City Council authorize City engagement

Background Through the Redevelopment Ready Communities™ certification process, an economic development strategy was adopted that identified three priority redevelopment sites (200 East Lake Street, 900 Emmet Street, and the Darling Lot at the corner of Petoskey and Michigan Street). The Darling Lot was included as a parcel that the City controls and has potential for development that could include structured parking. See enclosed RRC Economic Development Strategy – Darling Lot.

City Council then adopted its 2018 Action Plan on July 16, 2018 with a strategy under the goal of Diversify and Strengthen the City's Economic Base of hiring a consultant, through a competitive RFQ process, to develop a mixed use conceptual plan for the Darling Lot. See enclosure from the City's 2018 Action Plan. The City Planner was then asked to contact the Michigan Economic Development Corporation (MEDC) to find out if there was funding available for such pre-development work.

Program For communities that have achieved RRC certification, the Michigan Municipal League (MML), with funding through the MEDC, is offering predevelopment consultant services for identified priority sites. The Civic Labs team from MML put out a request for proposals for consultant teams to assist certified communities with this important predevelopment assistance, which could be up to a \$25,000 value per community. The assistance will be tailored based on the community needs, but will include items such as engagement of key stakeholders, consensus building on appropriate uses for the site, renderings of up to 2 alternative conceptual site plans consistent with existing codes, financial and market analysis for the site based on preferred scenario, estimated pro forma and a Request for Qualifications for potential developers to implement the design. See enclosed Request for Proposal RRC Redevelopment Assistance Consultant Services.

Staff has spoken with the Civic Labs team about the concern of moving this site ahead before something is approved for 200 East Lake Street, so had asked to hold off until that site was farther along. However, the pre-development assistance process must begin no later than May, to be completed by September 16. Staff therefore believes that the City should move ahead with this pre-development funding opportunity now, as it is the only municipally-owned priority site.

Action City Council is being asked to authorize staff to move forward with the pre-development assistance funding for the Darling Lot through the MML program.

at
Enclosures

Michigan Street Parking Lot (Darling Lot)

Zoning:	B2 Central Business District
Allowed uses:	Commercial, residential, parking
Adjacent uses:	Commercial
Approximate Size:	1.1 acres
Utilities:	All utilities available
Location attributes:	Southern end of CBD, adjacent to Downtown Greenway Corridor



Also a priority site in the Downtown Development Area is the public parking lot at the corner of Michigan and Petoskey Streets. Plans to build a covered, structured parking lot on the site of the Michigan Street Parking Lot (Darling Lot) have also been on-going for many decades. The site is viewed as a strong catalyst for both downtown economic development/job creation and investment in second and third story downtown housing opportunities. The site was chosen because of its central location to the downtown and its size. There is some grade to the site that might help with parking structure design. The location could also help to spur redevelopment south of downtown along the Downtown Greenway Corridor.

Past surveys have shown that 64% of residents and 76% of businesses wanted to improve parking availability and that 62% of residents and 70% of business owners wanted to improve parking convenience. Additionally, a 2013 Downtown Strategic Plan states, *“The creation of additional parking is a much cited priority of stakeholders and may likely be a top priority over the next five years.”* The plan also places a high priority on developing upper story housing stating, *“That if upper floor housing is truly wanted, the main roadblock to residential development – available parking, preferably covered parking – has to be developed.”*

Recently, both the Downtown Management Board (DMB) and City Council commissioned a parking study with Walker Parking Consultants that was undertaken in the summer of 2016. The scope of work includes the creation of two separate conceptual plans: one for a basic parking structure, and another for a parking structure that includes housing options on the top floor. Geotechnical work has been completed on the site to determine structural loading capacities for a future parking deck. Soil studies were also completed showing the site contains contaminated soils that that may qualify the land for **Brownfield Tax Increment Financing (TIF)**. Officially declaring the site a Brownfield will also make it eligible for State funding. An additional option may be to use tax increment financing from future development at the 200 East Lake Street site to fund parking improvements at the Michigan Lot. This option may or may not be pursued and is dependent upon future parking demands associated with development at 200 East Lake Street. Once the parking study has been completed, the City Council, DMB and City Staff will explore planning and possible funding options to construct a future parking deck.

The Michigan Street Parking Lot is also a high priority for redevelopment. Based upon the results of the aforementioned parking lot study, City Staff and DMB officials will actively pursue plans and a financing strategy to fund this critical downtown capital improvement.

**City of Petoskey
2018 Final Action Plan**

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	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. 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.	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.

Request for Proposals

RRC Predevelopment Assistance Consultant Services

Background

The League has received funding through the Michigan Economic Development Corporation (MEDC) to provide technical assistance to several Certified Redevelopment Ready Communities (RRC) throughout the state of Michigan. These funds are focused on priority sites identified during the RRC Certification process and are intended solely for predevelopment technical assistance in promoting real estate redevelopment projects for commercial sale.

Predevelopment Assistance work commenced with consultants in Fall 2018 under the oversight of the Civic Labs team. Examples of this work can be found at <http://placemaking.mml.org/great-places/>.

The League is now embarking on an additional phase of this project, with projected completion by September 16, 2019.

Desired Consultant Team Qualifications

The Civic Labs team is seeking one or more experienced, multi-disciplinary groups of experts to add capacity and breadth to RRC Predevelopment Assistance work in numerous Certified RRC Communities across Michigan.

The League will set a high bar in selecting a group of professionals with demonstrated experience in effective community stakeholder facilitation, positive municipal engagement, and actionable strategies tailored to fit the unique needs of each community. Preferred team configurations for this contract are coordinated work between consultants who are sole proprietors or small partnerships with short term, flexible volume capacity.

Consultant General Scope of Work

While the menu of services provided to each RRC community will vary in configuration, scope of services may include:

1. **Direct Engagement** with League staff, MEDC, and key local stakeholders in RRC Certified Communities. Possible communities include, but are not limited to: Alpena, Battle Creek, Bessemer, Dearborn, Eastpointe, Grand Haven, Grayling, Lansing, Marshall,

Petoskey, and Pinckney. Other Certified RRC communities may be added to this list of potential project communities as designated by MEDC.

2. **Consensus Building** by planning and executing hands-on, interactive workshops in each community, if necessary or applicable, to engage key stakeholders. The consultant team will use stakeholder focus groups to check consensus and build momentum on previously established site goals where they exist.
3. **Delivering Work Products** for each community, including but not limited to:
 - a) **Renderings** of up to 2 alternative conceptual site plans or rehabilitation plans, which may include volumes and elevations compliant with the community's existing code and master plan or stated vision.
 - b) **Financial & Market Analysis** for each site, reviewing the community's desired development scenario for the site against market conditions through the conduct of market and/or demographic studies appropriate to the scope and scale of each priority site. Of particular importance are rental demand and pricing studies, potential residential absorption rates, and commercial leakage rates. These analyses will advise the League and community on demand, forecasted sales prices, incentives strategies, and overall feasibility of the desired development.
 - c) **Estimated Pro Forma**, including estimated construction or rehabilitation costs and a forecasted package of development incentives.
 - d) **Request for Qualifications (RFQ)** document for use in marketing the priority site, based on the best practices guidelines set forth by the League and MEDC.

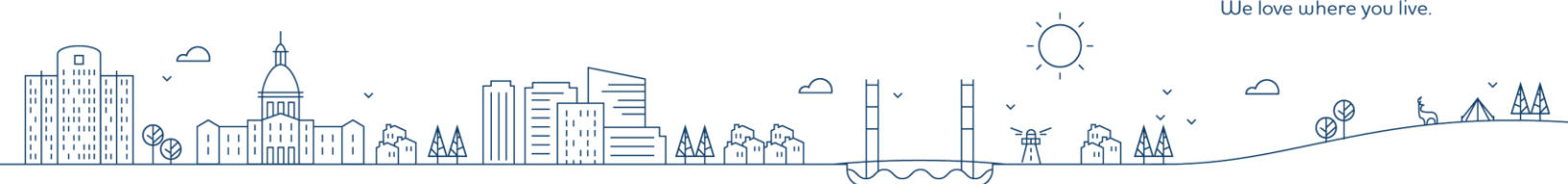
The Consultant Team will also be required to coordinate with League staff for final report layout/branding and production and make provision for local replication of work products. All work products will become the property of the League.

Submittal, Selection and Timeline:

Consultant team proposals should include a brief synopsis of each team member's expertise, availability for work, and a bid per community with max/min price range. Samples of past work are encouraged but not required. The maximum allowable amount per community is \$25,000, with a maximum overall project budget of \$275,000. Proposals should also indicate any maximum or minimum number of communities that the teams are capable of serving at that price. Bids shall be submitted electronically via email by 5:00pm, Friday, November 9, 2018 to Luke Forrest at the Michigan Municipal League: lforrest@mml.org / (734) 545-4869.

The League will select one or more consultant teams for this scope in coordination with the MEDC. The League anticipates starting the selection process as soon as possible, with work commencing in January 2019. Due to the term of available funding, all work must be completed and billed by September 16, 2019.

We love where you live.





City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 4, 2019

PREPARED: February 8, 2019

AGENDA SUBJECT: Creation of a Local Historic District Study Committee

RECOMMENDATION: That the City Council adopt the enclosed proposed resolution

Background The creation of a local historic district for downtown has been a recommendation in the plans for Downtown Petoskey since 2007 and the 2018-2022 Downtown Strategic Plan has a recommended action of:

Advocate for the creation of a Downtown Local Historic District and coordinate the process of creating the design review board.

City Council received a presentation by Amanda Reintjes, of the Michigan Historic Preservation Network, on January 21 regarding the benefits of and process to create a local historic district.

Process The first step in the process of creating a local historic district is for City Council to appoint a Local Historic District Committee. This Committee is charged with doing research on downtown's historic resources and preparing a report that then goes through a review process before being submitted to City Council (flow chart enclosed). City Council then decides whether or not to approve the local historic district and create a Local Historic District Commission. Membership on the Study Committee does not imply membership on the Commission.

There are no requirements as to the make-up of the Study Committee, but staff is recommending that the Committee contain five (5) members including an architect, a representative of the Little Traverse Historical Society and three downtown property owners.

Action A resolution to create the Downtown Petoskey Local Historic District Study Committee is enclosed for Council's consideration.

at
Enclosures



RESOLUTION NO. _____

A RESOLUTION CREATING AN HISTORIC DISTRICT COMMITTEE TO STUDY THE
CREATION OF A LOCAL HISTORIC DISTRICT WITH BOUNDARIES CONCURRENT WITH
THE DOWNTOWN PETOSKEY NATIONAL REGISTER HISTORIC DISTRICT

WHEREAS, Public Act 169 of 1970, *Michigan's Local Historic Districts Act*, enables a local unit of government to adopt an historic district ordinance for the purpose of preserving and protecting resources which are significant to its history; and

WHEREAS, the establishment of a local historic district will serve the public purpose to safeguard the community's heritage, strengthen its economy, stabilize and improve property values, foster civic beauty and promote its history; and

WHEREAS, there exists a Downtown Petoskey National Register Historic District that could benefit from the protections provided by a local historic district; and

WHEREAS, the 2018-2022 Downtown Strategic Plan adopted by the Downtown Management Board on May 15, 2018 and by City Council on August 6, 2018 has a recommended action to advocate for and coordinate the process of creating a local historic district:

NOW, THEREFORE BE IT RESOLVED that the City Council of Petoskey does hereby authorize the appointment of an Historic District Study Committee to conduct a Historic District Study for the purpose of establishing a local historic district; and

BE IT FURTHER RESOLVED that the Committee will be comprised of an architect, a member of the Little Traverse Bay Historical Society and three downtown property owners.

Roll Call Vote:

AYES:

NAYS:

ABSENT:

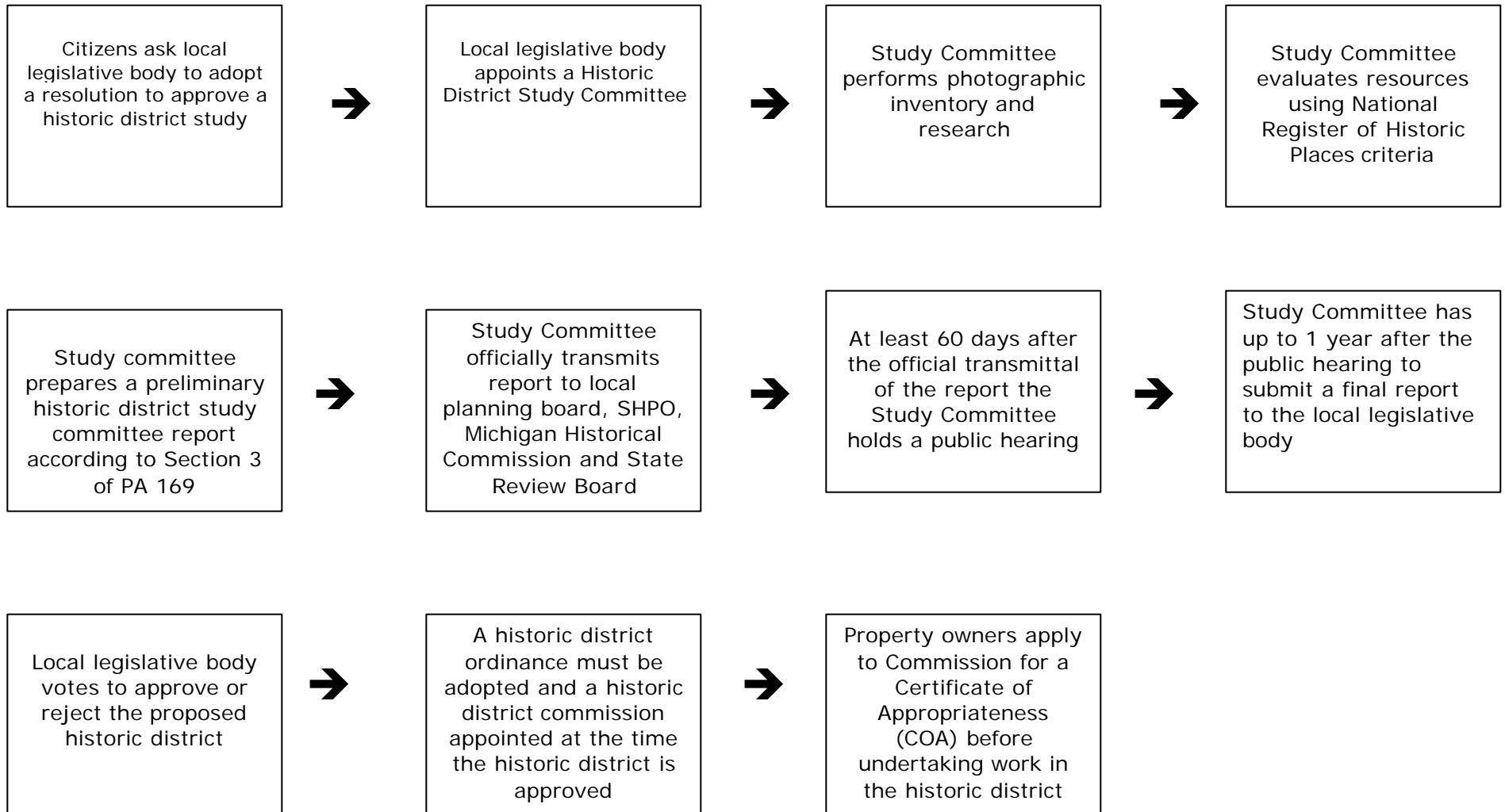
State of Michigan)
County of Emmet) ss
City of Petoskey)

I, Alan Terry, Clerk for the City of Petoskey, hereby certify that the foregoing resolution is a true copy of a resolution adopted at a regular meeting of the City Council for the City of Petoskey held on this 4th day of March, 2019.

In witness whereof, I have hereunto set my hand and affixed the corporate seal of said City of Petoskey this ____ day of March, 2019.

Alan Terry, City Clerk

The Process for Establishing a Local Historic District





City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 4, 2019

PREPARED: February 22, 2019

AGENDA SUBJECT: Sunset Park Stair Tower Replacement Bid

RECOMMENDATION: That the City Council authorize a contract with Richter Construction Inc. for Sunset Park stair tower replacement

Background The wood stair tower that links Bayfront Park to Sunset Park is approximately 30 years old and is in dire need of replacement. Every year staff spends several hours replacing boards, tightening the railings and making sure it is safe for pedestrians to use. This project has been identified for replacement in the last two master plans and in recent Capital Improvement Plans.

In January 2018 an estimate of \$315,000 to replace the stair tower was provided to the City by Beckett and Raeder. This estimate was based on the City's costs in 2010 for construction of the Bear River stair tower with a 3% increase over 8 years. There are several variables difficult to predict when comparing costs from 2010 to 2019 that include; the economy, cost of steel/products, tariffs, labor costs, demand and the differences in the scope of work for each project.

City staff recommends proceeding with the project timeline as proposed for the greater good of public access. Since use and access to Bayfront Park and Sunset Park will be interrupted during the US-31 project, it is important to minimize the public inconvenience.

City staff has consulted with Beckett and Raeder, who crafted the design specifications and stair tower plans. The proposed stair tower will be black steel and will look similar to the stair tower in the Bear River Valley. The proposed stair tower will not have a roof or concrete stairs like the one in the Bear River Valley.

Proposals City staff, along with Beckett and Raeder, prepared and advertised detailed bid specifications for the "Petoskey Sunset Park Stair Tower" dated January 9, 2019. Bid invitations were also sent to construction service associations and builders plan rooms by the architect. There was a mandatory pre-bid meeting on January 21, 2019 at City Hall. Bids were opened at 2:00 P.M. on Tuesday, February 5, 2019. There were three bids received and the results are as follows:

<u>Bidder</u>	<u>Amount</u>	<u>Alternate/Deduct</u>
Richter Construction, Inc. (RCI) Traverse City, MI	\$470,039	\$75,600 Deduct using galvanized grating and stair treads in lieu of stainless
Sajdak Contractor Prudenville, MI	\$489,000	None
Industrial Maintenance Services, Inc. Lansing, MI	\$642,236	\$5,000 Deduct using galvanized stair tread and landing grate in lieu of stainless

Review This project is identified in the 2019 Capital Improvement Plan and falls within the TIFA District. There was a budgeted amount in the TIFA funds of \$315,000 for this project. The TIFA fund's 2019-year end cash balance is anticipated to be approximately \$1,234,000. The cost of the stair tower will decrease the balance of the TIFA fund to approximately \$764,000. The amount remaining in the TIFA account more than satisfies the bond debt requirement.

Recommendation City staff recommends City Council authorize contracting with Richter Construction, Inc., (RCI), Traverse City, for the amount of \$470,039 for replacement of the Sunset Park stair tower.

kk
Enclosure

B R *i*

Beckett&Raeder

*Landscape Architecture
Planning & Engineering*

February 25, 2019

Mr. Kendall Klingelsmith
Director, Parks and Recreation
City of Petoskey
101 E. Lake St.
Petoskey, MI 49770

Regarding: Sunset Park Stair Tower, Bid Award Recommendation

i
informed

Dear Mr. Klingelsmith,

On February 5, 2019, The City of Petoskey received, opened and publicly read aloud three bids for construction of the Sunset Park Stair Tower project. Based on the bids as submitted and considering the Voluntary Deduct Alternates offered, the bids from lowest to highest were as follows:

RCI/Richter Construction Inc., Traverse City, Michigan	\$ 470,039.00
SAJDAK Contractor, Prudenville, Michigan	\$ 489,000.00
Industrial Maintenance Services, Inc., Escanaba, Michigan	\$ 642,236.00

All bidders acknowledged receipt of Addendum No. 1, provided the required Bid Security and were represented at the Mandatory Pre-Bid Conference.

We have reviewed the references submitted by RCI/Richter Construction Inc. and they have reported positively on their performance on past projects. In addition, their performance on the City of Petoskey's 2014 Marina Improvements Project was timely and very successful.

Accordingly, we recommend the Contract be awarded to RCI/Richter Construction Inc. in the amount of \$ 470,039.00.

Please contact me if you require any additional information.

Respectfully Submitted,

Beckett and Raeder Inc.

Tim Knutsen, Sr. Associate

Beckett & Raeder, Inc.
113 Howard Street
Petoskey, Michigan 49770

231.347.2523 ph
231.347.2524 fx

www.bria2.com