



## CITY COUNCIL

November 18, 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. Public Hearing
  - (a) Receipt of comments concerning a proposed special-assessment roll that would spread costs of downtown-area programs and services during 2020, as requested by the Downtown Management Board
  - (b) Receipt of comments concerning the City's proposed 2020 Annual Budget and the property-tax-millage rates and appropriations as recommended for the 2020 fiscal year
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
  - (a) November 4, 2019 regular session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since November 4, 2019
6. Miscellaneous Public Comments
7. City Manager Updates
8. Old Business
  - (a) Adoption of a proposed resolution that would confirm the proposed special-assessment roll
  - (b) Further discussion and possible adoption of the City's proposed 2020 Annual Budget
9. New Business Continued
  - (a) Consideration to approve the design parameters for the Kalamazoo Avenue Reconstruction Project
  - (b) Discussion on adding Parr Baptist Church, 502 Michigan Street, as a priority redevelopment site
  - (c) First reading of a proposed ordinance amending Sections 702(3) and 1909 of Appendix A – Zoning Ordinance
10. Closed Session – Adoption of a proposed resolution that would authorize to recess to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure
11. New Business
  - (a) Discussion regarding referendum petition for medical marihuana
  - (b) Discussion regarding recreational marihuana initiative petition
12. City Council Comments
13. Adjournment



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 18, 2019

**PREPARED:** November 14, 2019

**AGENDA SUBJECT:** Consent Agenda Resolution

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

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

- (1) Draft minutes of the November 4, 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 October 21, 2019 for contract and vendor claims at \$1,015,634.04, intergovernmental claims at \$5,954.15, and the November 14 payroll at \$200,069.44 for a total of \$1,221,657.63.

sb  
Enclosures



## CITY COUNCIL

November 4, 2019

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, November 4, 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, Downtown Director Becky Goodman, Petoskey District Library Director Val Meyerson and City Attorney James Murray.

### **Consent Agenda - Resolution No. 19337**

Following introduction of the consent agenda for this meeting of November 4, 2019, City Councilmember Marshall moved that, seconded by City Councilmember Shumway adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the October 21, 2019 regular session City Council meeting be and are hereby approved; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since October 21, for contract and vendor claims at \$524,811.33, intergovernmental claims at \$16,305.60, and the October 31 payroll at \$203,851.54, for a total of \$744,968.47 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 heard a comment concerning the Harbor Hall project and that improvements seem to be in the City's right-of-way and that telephone pole on parkway is now within property.

### **Hear City Manager Updates**

The City Manager reported that an HVAC unit was replaced at City Hall; that he met with Jason Allen who is with the United States Department of Agriculture and that the City doesn't qualify for many funding opportunities; that the Planning Commission ad-hoc committee reviewed the Kalamazoo Avenue design at the intersection of Kalamazoo and Jennings, there was unanimous support for the new layout and Planning Commission will review at their November 7 special meeting; that the City Clerk verified through the canvassing process that both a referendum petition and initiative petition met the required number of signatures per the City Charter concerning medical and recreational marijuana and that this matter will be on the November 18 City Council agenda to discuss; that the 2018 Action Plan is being revised based on comments from City Council and will be discussed at a future Council meeting; that staff is working with MPPA in organizing an educational session with City Council to review portfolio; and reviewed the Bayfront Park erosion and sewer line issue and that temporary shoreline repairs were completed and the sewer line does not seem to be in immediate danger, but still needs to be moved away from the bay as soon as possible.

City Councilmembers inquired if the shoreline repairs were a temporary fix and that the replacement main is not very far from the current line; heard from those in favor of meeting with MPPA and that it is a long-term commitment and better to be proactive than reactive; inquired on the USDA programs; and heard comments that ALICE in Petoskey conflicts with USDA standards for Petoskey.

The City Manager responded that staff is looking for a long-term fix on erosion issue and hopes to relocate the sewer line permanently in the next 2-3 weeks; that the City is setting marching orders with MPPA and economies of scale is better with more participants; and that there are many types of USDA programs and is uncertain how USDA determines factor.

Mayor Murphy asked for public comments and heard an inquiry if the Belle Avenue sewer line is the City's responsibility.

### **Confirm Special Assessment Roll & Schedule Public Hearing – Resolution No. 19338**

The City Manager reported that, following City Code provisions that regulated the City's special-assessment procedure, the City Council on October 21 conducted a public hearing, and received no comments concerning a September 23 report by the City Manager that had recommended the levy of special assessments against eligible, non-residential properties within the Downtown Management Board's territory to offset costs of programs and services that would be provided by the Downtown Management Board during 2020. Such revenues and expenditures have been included within the City's proposed 2020 Annual Budget. Following the October 21 public hearing, the City Council, again in accordance with City Code special-assessment procedures, conditionally approved the proposed programs and services and their costs as they had been presented, established boundaries of the special-assessment district, and requested that an assessment roll be prepared by City staff and presented to the City Council for its review at the November 4 City Council meeting.

The City Manager reported that the City Council had been provided a proposed special-assessment roll based upon the Downtown Management Board's September 17 recommendation that an increase special-assessment formula be used for financing downtown-area programs and services, with \$0.18 being the amount that would be assessed per square foot of useable, first-floor, non-residential building area; \$0.045 being charged useable, non-residential area on floors other than the first floor; and vacant, unimproved lots being charged \$0.055 per square foot for lot area. To meet City Code requirements, the City Council was being asked to adopt a proposed resolution that would confirm the City Council's acceptance of the roll, order that the roll be placed on file at the City Hall for inspection, and schedule a public hearing for 7:00 P.M., Monday, November 18, to receive comments concerning this proposed special assessment.

Mayor Murphy asked for public comments and heard an inquiry on how much the increase would generate and the Downtown Director responded an estimated \$10,000.

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



WHEREAS, at its regular meeting of October 7, 2019, the City Council reviewed a report by the City Manager dated September 23, 2019, as required of City Code provisions, that listed programs and services that had been proposed to be provided to property owners and tenants within the Downtown Management Board's territory along with a proposed assessment formula that could be implemented to finance such programs and services during 2020; and

WHEREAS, following that review, the City Council on October 7, 2019, scheduled a public hearing for October 21, 2019, to receive comments concerning proposed programs and services as intended to be provided by the Downtown Management Board, as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, City Council, on October 21, 2019, approved proposed programs and services as recommended by the Downtown Management Board at their September 17, 2019 meeting and costs as estimated by the Management Board to be assessed eligible property owners within the boundaries of the proposed assessment district at an increased rate compared to last year that are coterminous to those of the Management Board's territory; and

WHEREAS, in addition to approving proposed downtown-area programs and services and costs of such programs and services, the City Council directed the City staff to prepare a special-assessment roll in accordance with the City Council's approval of recommended programs and services and costs of such programs and services for presentation to the City Council at its meeting of November 4, 2019; and

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

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

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

BE IT FURTHER RESOLVED that the City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, November 18, 2019, to receive comments concerning this proposed special-assessment roll; and

BE IT FURTHER RESOLVED that the City Council does and hereby directs the City staff to publish a notice of the November 18, 2019, public hearing and notify potentially-affected property owners of said public hearing as required by City Code provisions that regulate the City's special-assessment procedures.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

### **Approve Shoreline Erosion Study – Resolution No. 19339**

The City Manager reviewed that the City continues to experience substantial erosion along the 1.5 miles of shoreline within the community; that critical concern is the Bayfront East property which has eroded very quickly over the past several weeks with a major 12', clay sewer main line in close proximity to the shoreline erosion areas; that the issue is being addressed immediately; reviewed areas of concern; that staff recommended contracting with W.F. Baird and Associates, Madison, WI, to complete a comprehensive Schematic Shoreline Design Assessment for the entirety of the City's coastline; and discussed the process after the initial study is completed.

City Councilmembers inquired if this activity will affect the 2020 CIP or budget; inquired on areas that were served by the sewer line; inquired if other areas could be stalled where it's not so costly and without using rock; discussed funding options; and inquired if there are other communities with similar issues.

The City Manager responded that emergency issues could affect 2020 CIP projects and budget; that the sewer line served Kilwins area and Beaubien Avenue; and that there are several communities experiencing the same issues and that the Bear River water levels have also increased.

City Councilmember Marshall moved that, seconded by City Councilmember Shumway to contract with W.F. Baird and Associates, Madison, WI, and approve the Schematic Shoreline Design proposal dated October 29, 2019 for \$54,580.

Said motion was adopted by the following vote:

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

NAYS: None (0)

### **2020 Annual Budget Presentation and Schedule Public Hearing – Resolution No. 19340**

The City Manager reported that as required of City Charter provisions, and as part of the City's routine, yearly process, City Council had been presented with the City's proposed 2020 Annual Budget as part of November 4 meeting-agenda materials, that totaled \$32,788,300 in proposed operating and capital expenditures; and that, except to acknowledge its receipt, no action concerning the proposed budget now would be required of City Council, but that, in addition to the City Manager's summary of the proposal, City Council could begin discussions on the proposed budget.

The City Manager also reported that, as the first step in the budget-preparation process, the City Council was being asked to acknowledge receipt of the budget proposal and to adopt a proposed resolution that would schedule a November 18 public hearing to receive comments concerning the proposed budget and property tax millage rates that would be recommended as part of the proposed budget; and that City Council could schedule the public hearing for any date that it chose, but that November 18 was suggested.

The City Manager reviewed a summary of the 2020 budget and that there were no new taxes; reviewed 2020 capital outlay items and discussed that some capital outlay projects may be eliminated or postponed due to funding difficulties due to shoreline issues including possibly putting the Kalamazoo Avenue project on hold; reviewed the General Fund in depth and the City's status concerning MERS unfunded accrued liability; reviewed motor pool capital outlay purchases including funding on two rescue pumper truck replacements; and reviewed fund by fund highlights of projects, fund balances and operating revenue and expenses.

City Councilmembers discussed the addition and need of a code enforcement officer and that perhaps Public Safety Officers could be more involved rather than hiring a new staff member.

Mayor Murphy asked for public comments and heard a comment concerning Rush Street and who's responsibility for electrical services near Harbor Hall.

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

WHEREAS, as required by City Charter provisions, the City Manager has presented for the City Council's consideration the City's recommended budget for fiscal 2020; and

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

WHEREAS, this proposed budget includes certain recommendations by the City Manager concerning the amounts of property-tax millage to be levied to partially finance City operations, programs, services, and projects during 2020; and

WHEREAS, the Michigan Truth-in-Taxation Act requires that public hearings be conducted to receive comments concerning proposed property-tax-millage rates, if such rates result in increased tax revenues, when compared with those of the previous year:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, November 18, 2019, at the City Hall, to receive comments concerning the City's proposed 2020 Annual Budget and property-tax-millage rates that will be recommended to be levied during 2020 as part of the proposed budget.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

#### **Council Comments**

Mayor Murphy encouraged citizens to vote in tomorrow's General Election.

#### **Recess to Closed Session – Resolution No. 19341**

City Council was being asked to adopt a resolution that would recess to a closed session pursuant to Section 8(a) of the Michigan Open Meetings Act, to consider a periodic personnel evaluation of the City Manager.

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

WHEREAS, the City Manager has requested that the City Council recess to a closed session, pursuant to Section 8(a) of the Michigan Open Meetings Act, to consider a periodic personnel evaluation of the City Manager, at the City Council's regular meeting of November 4, 2019:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby authorizes to recess to a closed session, to consider a periodic personnel evaluation of the City Manager.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Recessed to closed session at 9:00 P.M. and reconvened into open session at 9:25 P.M.

**Approve City Manager Evaluation – Resolution No. 19342**

The City Manager reviewed that his evaluation was discussed in closed session and the final evaluation document was produced for City Council approval.

City Councilmember Walker moved that, seconded by City Councilmember Shumway to approve the final form of the City Manager evaluation.

Said motion was adopted by the following vote:

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

NAYS: None (0)

There being no further business to come before the City Council, this November 4, 2019, meeting of the City Council adjourned at 9:28 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/19	11/06/2019	86960	5H Irrigation & Maintenance	101-770-802.000	5,169.43
11/19	11/06/2019	86960	5H Irrigation & Maintenance	101-528-802.000	3,293.75
11/19	11/06/2019	86961	AHRENS, NEIL W.	271-790-880.000	13.00
11/19	11/06/2019	86961	AHRENS, NEIL W.	271-790-880.000	65.00
11/19	11/06/2019	86962	All-Phase Electric Supply	101-773-931.000	800.00
11/19	11/06/2019	86962	All-Phase Electric Supply	101-773-931.000	25.22
11/19	11/06/2019	86962	All-Phase Electric Supply	101-773-931.000	14.15
11/19	11/06/2019	86962	All-Phase Electric Supply	582-020-360.000	72.47
11/19	11/06/2019	86962	All-Phase Electric Supply	582-586-775.000	23.91
11/19	11/06/2019	86962	All-Phase Electric Supply	101-756-767.000	69.46
11/19	11/06/2019	86962	All-Phase Electric Supply	582-020-360.000	19.81
11/19	11/06/2019	86963	AMERICAN PLANNING ASSOC.	101-400-915.000	609.00
11/19	11/06/2019	86964	AT&T	592-560-850.000	203.23
11/19	11/06/2019	86964	AT&T	592-560-850.000	141.29
11/19	11/06/2019	86964	AT&T	592-558-920.000	206.87
11/19	11/06/2019	86964	AT&T	592-538-850.000	203.23
11/19	11/06/2019	86964	AT&T	592-538-850.000	203.23
11/19	11/06/2019	86964	AT&T	101-172-850.000	464.59
11/19	11/06/2019	86964	AT&T	101-201-850.000	247.79
11/19	11/06/2019	86964	AT&T	101-208-850.000	154.87
11/19	11/06/2019	86964	AT&T	101-257-850.000	154.87
11/19	11/06/2019	86964	AT&T	101-215-850.000	123.89
11/19	11/06/2019	86964	AT&T	101-345-850.000	340.71
11/19	11/06/2019	86964	AT&T	101-400-850.000	154.87
11/19	11/06/2019	86964	AT&T	101-756-850.000	185.84
11/19	11/06/2019	86964	AT&T	101-441-850.000	278.76
11/19	11/06/2019	86964	AT&T	204-481-850.000	92.92
11/19	11/06/2019	86964	AT&T	204-481-850.000	92.92
11/19	11/06/2019	86964	AT&T	582-588-850.000	309.73
11/19	11/06/2019	86964	AT&T	582-593-850.000	123.89
11/19	11/06/2019	86964	AT&T	592-549-850.000	185.84
11/19	11/06/2019	86964	AT&T	592-560-850.000	185.84
11/19	11/06/2019	86965	Ballard's Plumbing & Heating	101-268-930.000	15,307.00
11/19	11/06/2019	86965	Ballard's Plumbing & Heating	101-268-802.000	202.50
11/19	11/06/2019	86966	Bell Equipment Company	661-598-932.000	1,430.59
11/19	11/06/2019	86966	Bell Equipment Company	661-598-932.000	220.55
11/19	11/06/2019	86966	Bell Equipment Company	661-598-932.000	829.18
11/19	11/06/2019	86967	Border States Industries Inc.	582-592-775.000	174.96
11/19	11/06/2019	86968	Bury, Tina	271-790-958.100	74.16
11/19	11/06/2019	86969	Cadillac Culvert Inc.	592-556-775.000	1,660.00
11/19	11/06/2019	86970	CCP Industries Inc.	582-586-775.000	326.73
11/19	11/06/2019	86971	Cintas Corp #729	204-481-767.000	60.04
11/19	11/06/2019	86971	Cintas Corp #729	582-588-767.000	60.25
11/19	11/06/2019	86971	Cintas Corp #729	592-560-767.000	30.89
11/19	11/06/2019	86971	Cintas Corp #729	592-549-767.000	30.89
11/19	11/06/2019	86971	Cintas Corp #729	582-593-802.000	8.55
11/19	11/06/2019	86971	Cintas Corp #729	101-268-802.000	15.54
11/19	11/06/2019	86971	Cintas Corp #729	592-554-802.000	25.98
11/19	11/06/2019	86971	Cintas Corp #729	204-481-767.000	116.02
11/19	11/06/2019	86971	Cintas Corp #729	582-588-767.000	60.25
11/19	11/06/2019	86971	Cintas Corp #729	592-560-767.000	30.89
11/19	11/06/2019	86971	Cintas Corp #729	592-549-767.000	30.89
11/19	11/06/2019	86971	Cintas Corp #729	582-593-802.000	31.27
11/19	11/06/2019	86971	Cintas Corp #729	204-481-767.000	60.04
11/19	11/06/2019	86971	Cintas Corp #729	582-588-767.000	60.25
11/19	11/06/2019	86971	Cintas Corp #729	592-560-767.000	30.89

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/19	11/06/2019	86971	Cintas Corp #729	592-549-767.000	30.89
11/19	11/06/2019	86971	Cintas Corp #729	101-268-802.000	15.54
11/19	11/06/2019	86971	Cintas Corp #729	592-554-802.000	45.45
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,152.84
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	1,491.47
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,085.98
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	506.45
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	130.13
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	5,676.24
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	2,638.90
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	1,207.45
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	202-160-920.000	349.55
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,700.00
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	2,956.06
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	44.66
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	162.94
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	36.81
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,235.69
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	9,192.42
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	36.79
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	19,116.47
11/19	11/06/2019	86972	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	1,267.61
11/19	11/06/2019	86973	Collias-Glaser, Hellene Kay	271-790-802.000	900.00
11/19	11/06/2019	86974	Contractors Supply Inc.	101-789-775.000	802.36
11/19	11/06/2019	86975	David L Hoffman Landscaping & Nursery	202-451-802.000	4,510.20
11/19	11/06/2019	86976	Derrer Oil Co.	592-537-775.000	411.44
11/19	11/06/2019	86977	Drost Landscape	101-770-934.000	1,002.57
11/19	11/06/2019	86978	Ducastel, Barbara	271-790-802.000	360.00
11/19	11/06/2019	86979	Dunkel Excavating Services Inc.	592-556-802.000	3,100.00
11/19	11/06/2019	86980	Dunn's Business Solutions	204-481-751.000	25.51
11/19	11/06/2019	86980	Dunn's Business Solutions	582-593-751.000	25.52
11/19	11/06/2019	86980	Dunn's Business Solutions	582-588-751.000	25.52
11/19	11/06/2019	86980	Dunn's Business Solutions	592-549-751.000	25.52
11/19	11/06/2019	86980	Dunn's Business Solutions	592-560-751.000	25.52
11/19	11/06/2019	86980	Dunn's Business Solutions	661-598-751.000	25.52
11/19	11/06/2019	86981	EMERGENCY MEDICAL PRODUCTS	101-345-775.000	60.25
11/19	11/06/2019	86982	Emmet County Treasurer	703-040-222.219	1,706.00
11/19	11/06/2019	86982	Emmet County Treasurer	703-040-228.219	1,984.55
11/19	11/06/2019	86982	Emmet County Treasurer	703-040-233.000	37.14
11/19	11/06/2019	86982	Emmet County Treasurer	703-040-233.000	43.22
11/19	11/06/2019	86983	Empiric Solutions Inc.	101-228-802.000	8,654.00
11/19	11/06/2019	86984	Englebrecht, Robert	101-257-802.100	3,750.00
11/19	11/06/2019	86985	Envisionware Inc.	271-790-802.000	1,512.00
11/19	11/06/2019	86986	Evashevski, Marion Brown	271-790-802.000	300.00
11/19	11/06/2019	86987	Fastenal Company	661-598-931.000	6.60
11/19	11/06/2019	86988	Five Star Screen Printing Plus	101-773-767.000	78.00
11/19	11/06/2019	86989	Fletch's Inc.	661-598-932.000	96.75
11/19	11/06/2019	86990	FROMUTH	101-770-985.000	1,247.20
11/19	11/06/2019	86990	FROMUTH	101-770-985.000	409.50
11/19	11/06/2019	86991	Gibby's Garage	582-593-930.000	306.00
11/19	11/06/2019	86991	Gibby's Garage	661-598-931.000	612.00
11/19	11/06/2019	86991	Gibby's Garage	661-598-932.000	340.00
11/19	11/06/2019	86991	Gibby's Garage	582-593-930.000	170.00
11/19	11/06/2019	86991	Gibby's Garage	661-598-931.000	816.00
11/19	11/06/2019	86991	Gibby's Garage	661-598-932.000	1,122.00
11/19	11/06/2019	86992	Ginop Sales Inc.	661-598-931.000	275.54

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/19	11/06/2019	86992	Ginop Sales Inc.	661-598-931.000	488.22
11/19	11/06/2019	86993	Gongwer News Service, Inc.	101-172-915.000	416.66
11/19	11/06/2019	86993	Gongwer News Service, Inc.	101-215-915.000	416.66
11/19	11/06/2019	86993	Gongwer News Service, Inc.	582-588-915.000	416.68
11/19	11/06/2019	86994	Great Lakes Pipe & Supply	582-588-785.000	28.81
11/19	11/06/2019	86995	Hansen, Carol Margaret	271-790-802.000	210.00
11/19	11/06/2019	86996	Heritage Fire Equipment	661-598-932.000	973.06
11/19	11/06/2019	86996	Heritage Fire Equipment	661-020-142.000	2,225.90
11/19	11/06/2019	86996	Heritage Fire Equipment	661-020-142.000	2,225.90
11/19	11/06/2019	86996	Heritage Fire Equipment	661-020-142.000	2,596.00
11/19	11/06/2019	86996	Heritage Fire Equipment	661-020-142.000	2,596.00
11/19	11/06/2019	86997	Himebauch, Kelly L	271-790-802.000	450.00
11/19	11/06/2019	86998	Hoffman Roto-Rooter	592-556-775.000	230.00
11/19	11/06/2019	86999	Hubbell Roth & Clark Inc.	592-560-802.000	53.65
11/19	11/06/2019	86999	Hubbell Roth & Clark Inc.	592-549-802.000	1,058.80
11/19	11/06/2019	86999	Hubbell Roth & Clark Inc.	592-560-802.000	289.16
11/19	11/06/2019	87000	Integrity Business Solutions	101-172-751.000	38.90
11/19	11/06/2019	87000	Integrity Business Solutions	101-201-751.000	38.11
11/19	11/06/2019	87000	Integrity Business Solutions	101-208-751.000	15.52
11/19	11/06/2019	87000	Integrity Business Solutions	101-215-751.000	16.71
11/19	11/06/2019	87000	Integrity Business Solutions	101-345-751.000	83.56
11/19	11/06/2019	87000	Integrity Business Solutions	101-441-751.000	11.19
11/19	11/06/2019	87000	Integrity Business Solutions	101-268-775.000	6.89
11/19	11/06/2019	87000	Integrity Business Solutions	592-560-751.000	163.95
11/19	11/06/2019	87000	Integrity Business Solutions	101-268-775.000	4.99
11/19	11/06/2019	87000	Integrity Business Solutions	204-481-751.000	34.93
11/19	11/06/2019	87000	Integrity Business Solutions	101-770-751.000	24.95
11/19	11/06/2019	87000	Integrity Business Solutions	592-560-751.000	260.76
11/19	11/06/2019	87000	Integrity Business Solutions	101-441-751.000	12.40
11/19	11/06/2019	87000	Integrity Business Solutions	592-560-751.000	76.67-
11/19	11/06/2019	87001	Jakeway, Patricia	271-790-802.000	780.00
11/19	11/06/2019	87002	Johnstone Supply #234	101-268-775.000	18.98
11/19	11/06/2019	87002	Johnstone Supply #234	101-265-775.000	9.49
11/19	11/06/2019	87003	K & J Septic Service LLC	592-556-802.000	825.00
11/19	11/06/2019	87004	Keep It Real Social LLC	248-739-880.200	2,000.00
11/19	11/06/2019	87005	KSS Enterprises	101-268-775.000	58.18
11/19	11/06/2019	87005	KSS Enterprises	101-770-775.000	137.72
11/19	11/06/2019	87005	KSS Enterprises	101-770-775.000	59.90
11/19	11/06/2019	87006	Lee Roofing Inc.	271-790-930.000	388.19
11/19	11/06/2019	87007	MEYERSON, VALERIE	271-790-912.000	1,074.89
11/19	11/06/2019	87008	Michigan Association of Chiefs of Police	101-345-915.000	100.00
11/19	11/06/2019	87009	National Hose Testing Specialties Inc.	101-345-802.000	2,431.25
11/19	11/06/2019	87010	Northern A-1 Environmental Services	202-469-802.000	1,113.75
11/19	11/06/2019	87010	Northern A-1 Environmental Services	203-469-802.000	1,113.75
11/19	11/06/2019	87010	Northern A-1 Environmental Services	202-469-802.000	1,300.00
11/19	11/06/2019	87010	Northern A-1 Environmental Services	203-469-802.000	1,300.00
11/19	11/06/2019	87010	Northern A-1 Environmental Services	592-544-802.000	891.00
11/19	11/06/2019	87010	Northern A-1 Environmental Services	582-020-360.000	816.75
11/19	11/06/2019	87011	Northern Electric 2 LLC	101-773-802.000	240.00
11/19	11/06/2019	87012	Northern Michigan Review Inc.	101-400-802.000	63.40
11/19	11/06/2019	87012	Northern Michigan Review Inc.	248-739-802.000	44.00
11/19	11/06/2019	87012	Northern Michigan Review Inc.	101-215-802.000	253.60
11/19	11/06/2019	87012	Northern Michigan Review Inc.	101-215-802.000	190.20
11/19	11/06/2019	87012	Northern Michigan Review Inc.	582-593-802.000	683.46
11/19	11/06/2019	87013	On Duty Gear LLC	101-345-775.000	489.95
11/19	11/06/2019	87014	OTIS ELEVATOR COMPANY	271-790-930.000	2,963.09

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11/19	11/06/2019	87014	OTIS ELEVATOR COMPANY	271-790-930.000	1,240.27
11/19	11/06/2019	87015	P.C. LAWN CARE	582-593-930.000	250.00
11/19	11/06/2019	87016	Peninsula Fiber Network LLC	101-228-850.000	446.00
11/19	11/06/2019	87017	Petoskey Public Schools	703-040-236.219	466.58-
11/19	11/06/2019	87017	Petoskey Public Schools	703-040-237.219	334.98
11/19	11/06/2019	87017	Petoskey Public Schools	703-040-237.219	491.65
11/19	11/06/2019	87017	Petoskey Public Schools	703-040-237.219	241.34
11/19	11/06/2019	87017	Petoskey Public Schools	703-040-233.000	64.08
11/19	11/06/2019	87017	Petoskey Public Schools	703-040-233.000	6.71
11/19	11/06/2019	87017	Petoskey Public Schools	703-040-233.000	10.71
11/19	11/06/2019	87017	Petoskey Public Schools	703-040-233.000	4.84
11/19	11/06/2019	87018	Preston Feather	101-789-775.000	144.01
11/19	11/06/2019	87018	Preston Feather	101-265-775.000	116.40
11/19	11/06/2019	87018	Preston Feather	101-265-775.000	5.68
11/19	11/06/2019	87018	Preston Feather	582-584-775.000	7.34
11/19	11/06/2019	87018	Preston Feather	661-020-142.000	666.00
11/19	11/06/2019	87018	Preston Feather	582-584-775.000	42.20
11/19	11/06/2019	87018	Preston Feather	204-010-111.000	23.97
11/19	11/06/2019	87018	Preston Feather	101-789-775.000	88.77
11/19	11/06/2019	87018	Preston Feather	202-451-802.000	1,057.68
11/19	11/06/2019	87018	Preston Feather	582-584-775.000	296.49
11/19	11/06/2019	87018	Preston Feather	101-773-931.000	41.62
11/19	11/06/2019	87018	Preston Feather	204-010-111.000	335.58
11/19	11/06/2019	87018	Preston Feather	101-789-775.000	14.40-
11/19	11/06/2019	87018	Preston Feather	101-265-775.000	.57-
11/19	11/06/2019	87018	Preston Feather	101-265-775.000	11.64-
11/19	11/06/2019	87018	Preston Feather	101-789-775.000	8.88-
11/19	11/06/2019	87018	Preston Feather	202-451-802.000	105.77-
11/19	11/06/2019	87018	Preston Feather	661-020-142.000	66.60-
11/19	11/06/2019	87018	Preston Feather	101-773-931.000	4.16-
11/19	11/06/2019	87018	Preston Feather	582-584-775.000	.73-
11/19	11/06/2019	87018	Preston Feather	582-584-775.000	4.22-
11/19	11/06/2019	87018	Preston Feather	582-584-775.000	29.65-
11/19	11/06/2019	87018	Preston Feather	204-010-111.000	2.40-
11/19	11/06/2019	87018	Preston Feather	204-010-111.000	33.56-
11/19	11/06/2019	87019	Print Shop, The	514-587-775.000	352.00
11/19	11/06/2019	87019	Print Shop, The	101-268-775.000	182.00
11/19	11/06/2019	87020	Proclean North	582-593-802.000	1,330.00
11/19	11/06/2019	87021	Retherford Photography, Paul	248-739-880.900	2,790.00
11/19	11/06/2019	87022	Rieth-Riley Construction Co	592-544-775.000	273.90
11/19	11/06/2019	87022	Rieth-Riley Construction Co	592-544-775.000	292.30
11/19	11/06/2019	87023	Riordan, Joyce Kochans	271-790-802.000	570.00
11/19	11/06/2019	87024	Rowland, Kimberly	271-790-802.000	120.00
11/19	11/06/2019	87025	Sign & Design	101-262-751.000	278.20
11/19	11/06/2019	87026	SiteOne Landscape Supply	101-770-775.000	23.71
11/19	11/06/2019	87026	SiteOne Landscape Supply	101-770-775.000	16.39
11/19	11/06/2019	87026	SiteOne Landscape Supply	101-770-775.000	195.00
11/19	11/06/2019	87026	SiteOne Landscape Supply	101-789-775.000	21.72
11/19	11/06/2019	87026	SiteOne Landscape Supply	101-770-775.000	22.37
11/19	11/06/2019	87026	SiteOne Landscape Supply	101-770-775.000	60.03
11/19	11/06/2019	87026	SiteOne Landscape Supply	101-770-775.000	69.30
11/19	11/06/2019	87027	Smith, Edward J	101-756-767.000	39.97
11/19	11/06/2019	87028	STAFFORD'S PERRY HOTEL	248-540-882.160	1,840.37
11/19	11/06/2019	87029	Standard Electric Company	582-586-775.000	177.08
11/19	11/06/2019	87029	Standard Electric Company	582-010-111.000	49.02
11/19	11/06/2019	87029	Standard Electric Company	101-268-775.000	119.76



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11/19	11/06/2019	87030	Starr Garter dba Techplex	271-790-802.000	90.95
11/19	11/06/2019	87031	State of Michigan-Dept of Environment	101-773-850.000	158.00
11/19	11/06/2019	87032	Stuart C Irby Co	582-010-111.000	886.00
11/19	11/06/2019	87033	T-Mobile	271-790-850.000	235.20
11/19	11/06/2019	87034	Traffic & Safety Control Systems Inc.	514-587-802.000	81.00
11/19	11/06/2019	87035	Trophy Case, The	101-756-808.040	100.00
11/19	11/06/2019	87035	Trophy Case, The	101-345-775.000	20.00
11/19	11/06/2019	87036	UpNorth Fire & Safety LLC	582-593-930.000	86.00
11/19	11/06/2019	87036	UpNorth Fire & Safety LLC	661-020-142.000	86.00
11/19	11/06/2019	87036	UpNorth Fire & Safety LLC	582-593-775.000	88.00
11/19	11/06/2019	87037	Van's Business Machines	514-587-802.000	268.36
11/19	11/06/2019	87038	Voorheis, Margaret Ann	271-790-802.000	420.00
11/19	11/06/2019	87039	Voss Lighting	582-590-775.000	204.40
11/19	11/06/2019	87040	WESCO RECEIVABLES CORP.	582-010-111.000	7,242.00
11/19	11/06/2019	87041	DANIEL, BARBARA	101-262-802.100	209.25
11/19	11/06/2019	87042	Daniel, Norb	101-262-802.100	187.00
11/19	11/06/2019	87043	HANCE, VALERIE	101-262-802.100	165.00
11/19	11/06/2019	87044	Keck, Nicole	101-262-802.100	181.50
11/19	11/06/2019	87045	Locke, Joan	101-262-802.100	121.00
11/19	11/06/2019	87046	LOYD, ELIZABETH	101-262-802.100	146.00
11/19	11/06/2019	87047	LOYD, ERIC	101-262-802.100	121.00
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	592-554-775.000	71.64
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-010-111.000	4.71
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-759.000	135.13
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-785.000	13.20
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	582-588-785.000	16.95
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-010-111.000	18.33
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-010-111.000	5.80
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	101-789-775.000	4.43
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-932.000	15.19
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	202-469-775.000	19.50
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	203-469-775.000	19.47
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-932.000	37.51
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-010-111.000	14.08
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-932.000	36.60
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-932.000	15.19
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-931.000	53.00
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-785.000	39.45
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-931.000	13.12
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-785.000	15.72
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	101-268-775.000	5.00
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-932.000	11.64
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-759.000	552.26
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-785.000	82.87
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-932.000	.88
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-931.000	6.56
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	592-547-775.000	109.11
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	101-770-775.000	7.98
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	101-345-775.000	44.54
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-931.000	6.31
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	101-345-775.000	93.65
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-931.000	6.34
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-931.000	29.71
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-932.000	54.24
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	101-754-775.000	29.88
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-931.000	6.48

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11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-931.000	20.22
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-931.000	5.56-
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-785.000	31.50
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-932.000	18.84
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-932.000	33.78
11/19	11/06/2019	87048	Lynn Auto Parts Inc.	661-598-932.000	33.78
11/19	11/06/2019	87049	Mattson, Linda Mulka	101-262-802.100	181.50
11/19	11/06/2019	87050	McGuffin, Sherry	101-262-802.100	192.50
11/19	11/06/2019	87051	MOFFATT, SUSAN	101-262-802.100	214.75
11/19	11/06/2019	87052	PETTIT, DELYNN	101-262-802.100	217.50
11/19	11/06/2019	87053	RICHTER, MEREDITH	101-262-802.100	189.75
11/19	11/06/2019	87054	SHAW, AGNES	101-262-802.100	189.75
11/19	11/06/2019	87055	STANLEY, DIANA	101-262-802.100	189.75
11/19	11/06/2019	87056	STANLEY, KENDALL	101-262-802.100	214.75
11/19	11/06/2019	87057	Thompson, Jill	101-262-802.100	192.50
11/19	11/06/2019	87058	VANDERBERG, LINDA	101-262-802.100	187.00
11/19	11/06/2019	87059	WILBUR, LISA	101-262-802.100	189.75
11/19	11/13/2019	87063	4Imprint	271-790-751.000	5.72-
11/19	11/13/2019	87063	4Imprint	271-790-751.000	411.92
11/19	11/13/2019	87064	ACH-CHILD SUPPORT	701-000-230.160	160.23
11/19	11/13/2019	87065	ACH-EFTPS	701-000-230.100	19,286.60
11/19	11/13/2019	87065	ACH-EFTPS	701-000-230.200	12,110.35
11/19	11/13/2019	87065	ACH-EFTPS	701-000-230.200	12,110.35
11/19	11/13/2019	87065	ACH-EFTPS	701-000-230.200	2,832.18
11/19	11/13/2019	87065	ACH-EFTPS	701-000-230.200	2,832.18
11/19	11/13/2019	87066	ACH-ICMA 457	701-000-230.700	1,956.57
11/19	11/13/2019	87066	ACH-ICMA 457	701-000-230.700	6,049.23
11/19	11/13/2019	87067	All Scapes LLC	101-345-802.100	300.00
11/19	11/13/2019	87067	All Scapes LLC	202-470-802.000	1,415.00
11/19	11/13/2019	87067	All Scapes LLC	592-537-802.000	480.00
11/19	11/13/2019	87067	All Scapes LLC	592-554-802.000	290.00
11/19	11/13/2019	87067	All Scapes LLC	592-543-802.000	80.00
11/19	11/13/2019	87067	All Scapes LLC	592-558-802.000	630.00
11/19	11/13/2019	87068	All-Phase Electric Supply	582-586-775.000	2.93
11/19	11/13/2019	87068	All-Phase Electric Supply	582-586-775.000	27.48
11/19	11/13/2019	87068	All-Phase Electric Supply	582-586-775.000	124.75
11/19	11/13/2019	87069	AT & T MOBILITY	514-587-920.000	514.14
11/19	11/13/2019	87070	AT&T	582-593-850.000	126.64
11/19	11/13/2019	87071	Atchison Paper & Supply	271-790-751.000	115.05
11/19	11/13/2019	87072	Bill's Farm Market	248-540-792.000	2,146.50
11/19	11/13/2019	87073	Bradford Master Dry Cleaners	101-345-775.000	331.50
11/19	11/13/2019	87074	BSN Sports Inc.	101-770-985.000	2,243.48
11/19	11/13/2019	87075	Carter's Imagewear & Awards	101-773-775.000	60.00
11/19	11/13/2019	87076	Central Tile & Terrazzo Co. Inc.	271-790-930.000	1,650.00
11/19	11/13/2019	87077	Char-Em United Way	701-000-230.800	81.75
11/19	11/13/2019	87078	Chemco Products Inc.	592-551-783.000	8,734.78
11/19	11/13/2019	87079	CITY OF PETOSKEY - DMB	271-790-958.000	110.00
11/19	11/13/2019	87080	Derrer Oil Co.	661-598-759.000	1,820.76
11/19	11/13/2019	87081	Dinon Law PLLC	101-266-802.000	595.00
11/19	11/13/2019	87082	Dunkel Excavating Services Inc.	592-025-343.000	23,000.45
11/19	11/13/2019	87082	Dunkel Excavating Services Inc.	582-020-360.000	12,765.44
11/19	11/13/2019	87083	Emmet Co. Dept of Public Works	101-529-802.000	6,947.10
11/19	11/13/2019	87084	Environmental Resource Assoc.	592-553-801.000	153.35
11/19	11/13/2019	87084	Environmental Resource Assoc.	592-553-801.000	376.07
11/19	11/13/2019	87085	Etna Supply	592-554-775.000	545.82
11/19	11/13/2019	87085	Etna Supply	592-554-775.000	2,982.25

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11/19	11/13/2019	87085	Etna Supply	592-010-111.000	4,970.00
11/19	11/13/2019	87085	Etna Supply	592-010-111.000	1,180.00
11/19	11/13/2019	87085	Etna Supply	592-010-111.000	235.00
11/19	11/13/2019	87085	Etna Supply	582-020-360.000	555.99
11/19	11/13/2019	87085	Etna Supply	592-554-775.000	350.47
11/19	11/13/2019	87086	Factor Systems Inc.	101-208-803.000	1,321.93
11/19	11/13/2019	87086	Factor Systems Inc.	101-208-803.000	5,230.52
11/19	11/13/2019	87087	Ferguson Enterprises LLC #2000	592-556-775.000	5.28
11/19	11/13/2019	87088	FMW CONSTRUCTION	592-554-802.000	494.98
11/19	11/13/2019	87088	FMW CONSTRUCTION	582-586-802.000	448.02
11/19	11/13/2019	87089	Fraternal Order of Police	701-000-230.400	946.00
11/19	11/13/2019	87090	Goodman, Becky	514-587-912.000	608.01
11/19	11/13/2019	87091	Gordon Food Service	101-345-780.000	192.29
11/19	11/13/2019	87091	Gordon Food Service	101-345-783.000	13.28
11/19	11/13/2019	87091	Gordon Food Service	101-268-775.000	29.43
11/19	11/13/2019	87092	Haviland Products Company	592-540-783.000	2,743.92
11/19	11/13/2019	87092	Haviland Products Company	592-551-783.000	4,785.81
11/19	11/13/2019	87092	Haviland Products Company	592-551-783.000	5,309.20
11/19	11/13/2019	87093	Health Department of	101-773-931.000	184.00
11/19	11/13/2019	87094	ICMA-ROTH	701-000-230.900	560.00
11/19	11/13/2019	87095	Idexx Distribution Inc.	592-553-775.000	3,254.53
11/19	11/13/2019	87096	Ingram Library Services	271-790-760.000	3,310.83
11/19	11/13/2019	87096	Ingram Library Services	271-790-760.100	1,390.15
11/19	11/13/2019	87096	Ingram Library Services	271-790-760.200	355.12
11/19	11/13/2019	87096	Ingram Library Services	271-790-958.100	7.16
11/19	11/13/2019	87097	Kent County DPW	101-345-802.000	143.10
11/19	11/13/2019	87098	Kesseler, Nisa	271-790-912.000	160.00
11/19	11/13/2019	87099	Kring Chevrolet Cadillac, Dave	661-598-932.000	52.85
11/19	11/13/2019	87099	Kring Chevrolet Cadillac, Dave	661-598-932.000	52.85
11/19	11/13/2019	87100	LexisNexis Risk Data Management Inc.	514-587-802.000	150.00
11/19	11/13/2019	87101	Lowery Underground Service	582-586-802.000	1,930.00
11/19	11/13/2019	87101	Lowery Underground Service	582-598-802.000	1,070.00
11/19	11/13/2019	87101	Lowery Underground Service	582-578-802.000	4,065.00
11/19	11/13/2019	87102	McCardel Culligan	514-587-802.100	8.00
11/19	11/13/2019	87102	McCardel Culligan	101-770-802.000	8.00
11/19	11/13/2019	87102	McCardel Culligan	592-553-775.000	12.50
11/19	11/13/2019	87103	MEYERSON, VALERIE	271-790-915.000	6.00
11/19	11/13/2019	87103	MEYERSON, VALERIE	271-790-751.000	10.38
11/19	11/13/2019	87103	MEYERSON, VALERIE	271-790-760.000	57.00
11/19	11/13/2019	87103	MEYERSON, VALERIE	271-790-958.200	45.44
11/19	11/13/2019	87103	MEYERSON, VALERIE	271-790-958.000	.50
11/19	11/13/2019	87104	Michigan Association of Chiefs of Police	101-345-915.000	100.00
11/19	11/13/2019	87105	Michigan Municipal League	204-481-912.000	270.00
11/19	11/13/2019	87105	Michigan Municipal League	592-560-915.000	270.00
11/19	11/13/2019	87105	Michigan Municipal League	592-549-915.000	270.00
11/19	11/13/2019	87105	Michigan Municipal League	582-588-912.000	270.00
11/19	11/13/2019	87105	Michigan Municipal League	661-598-912.000	270.00
11/19	11/13/2019	87106	Michigan Public Power Agency	582-576-920.000	290,867.77
11/19	11/13/2019	87107	Michigan Water Environment Assoc.	592-560-915.000	135.00
11/19	11/13/2019	87107	Michigan Water Environment Assoc.	592-560-915.000	270.00
11/19	11/13/2019	87108	Miller Creative Services	248-540-882.190	400.00
11/19	11/13/2019	87109	Pauls Meter Testing LLC	582-592-802.000	5,827.60
11/19	11/13/2019	87110	Pendo	271-790-752.000	194.09
11/19	11/13/2019	87111	Peninsula Fiber Network LLC	271-790-850.000	133.80
11/19	11/13/2019	87112	Personal Graphics Inc.	514-587-767.000	581.67
11/19	11/13/2019	87113	Petoskey High School	271-790-905.000	50.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
11/19	11/13/2019	87114	Petoskey Machining & Hydraulic	582-588-785.000	280.00
11/19	11/13/2019	87115	Plunkett Cooney	101-266-802.000	1,592.50
11/19	11/13/2019	87115	Plunkett Cooney	101-266-802.000	4,787.50
11/19	11/13/2019	87115	Plunkett Cooney	101-266-802.000	50.00
11/19	11/13/2019	87115	Plunkett Cooney	101-257-802.000	1,627.50
11/19	11/13/2019	87115	Plunkett Cooney	101-266-802.000	5,673.10
11/19	11/13/2019	87116	POLICE AND FIREMEN'S INSURANCE	701-000-230.185	375.38
11/19	11/13/2019	87117	Power Line Supply	582-010-111.000	1,276.68
11/19	11/13/2019	87117	Power Line Supply	582-586-775.000	120.00
11/19	11/13/2019	87118	Pure Technologies U.S. Inc.	592-544-802.000	22,600.00
11/19	11/13/2019	87119	RS TECHNICAL SERVICES INC.	592-551-775.000	954.22
11/19	11/13/2019	87120	Sadjak Contractor	247-751-802.000	284,417.68
11/19	11/13/2019	87121	Solutions Electric Inc.	592-554-802.000	378.48
11/19	11/13/2019	87122	Spartan Distributors Inc.	661-598-931.000	90.62
11/19	11/13/2019	87123	Spectrum Business	592-560-850.000	35.36
11/19	11/13/2019	87124	Standard Electric Company	592-540-775.000	125.52
11/19	11/13/2019	87124	Standard Electric Company	582-586-775.000	11.02
11/19	11/13/2019	87125	Staples Advantage	592-560-751.000	69.78
11/19	11/13/2019	87125	Staples Advantage	101-268-775.000	23.99
11/19	11/13/2019	87125	Staples Advantage	582-588-751.000	6.29
11/19	11/13/2019	87125	Staples Advantage	101-201-751.000	142.49
11/19	11/13/2019	87125	Staples Advantage	101-345-751.000	10.49
11/19	11/13/2019	87125	Staples Advantage	101-268-775.000	295.36
11/19	11/13/2019	87125	Staples Advantage	592-560-751.000	73.84
11/19	11/13/2019	87126	State of Michigan - Office of Financial	592-560-915.000	190.00
11/19	11/13/2019	87127	State of Michigan-Department of LARA	582-081-642.300	3,674.48
11/19	11/13/2019	87127	State of Michigan-Department of LARA	582-081-642.400	733.24
11/19	11/13/2019	87127	State of Michigan-Department of LARA	582-081-642.500	8.28
11/19	11/13/2019	87127	State of Michigan-Department of LARA	582-081-642.200	165.60
11/19	11/13/2019	87128	Symonds, Andrea	514-587-912.000	248.24
11/19	11/13/2019	87129	Taylor Rental Center	248-540-882.160	1,386.09
11/19	11/13/2019	87129	Taylor Rental Center	101-770-775.000	272.63
11/19	11/13/2019	87130	TEAMSTERS LOCAL #214	701-000-230.400	1,089.00
11/19	11/13/2019	87131	Temperature Control Inc.	592-554-802.000	407.00
11/19	11/13/2019	87131	Temperature Control Inc.	592-554-802.000	1,234.63
11/19	11/13/2019	87132	Thompson, William S.	514-587-802.100	760.97
11/19	11/13/2019	87133	Trace Analytical Laboratories LLC	592-553-801.000	520.40
11/19	11/13/2019	87134	Troxel, Todd	101-345-913.000	93.22
11/19	11/13/2019	87135	Unique Management Services Inc.	271-790-802.000	26.85
11/19	11/13/2019	87136	Valley City Linen	271-790-752.000	25.00
11/19	11/13/2019	87136	Valley City Linen	271-790-752.000	25.00
11/19	11/13/2019	87136	Valley City Linen	271-790-752.000	25.00
11/19	11/13/2019	87136	Valley City Linen	271-790-752.000	25.00
11/19	11/13/2019	87137	VOICES WITHOUT BORDERS	271-790-752.000	260.00
11/19	11/13/2019	87138	Lowery Underground Service	582-020-360.000	3,027.50
11/19	11/13/2019	87138	Lowery Underground Service	582-598-802.000	1,027.50
11/19	11/13/2019	87139	Northern Industrial Construction Inc.	592-554-802.000	1,000.00
11/19	11/13/2019	87140	Shuman, David	514-587-885.000	4,000.00
Grand Totals:					<u><u>1,004,346.70</u></u>

## Report Criteria:

Check.Date = 10/31/2019-11/13/2019

Check Number	Date	Name	GL Account	Amount
86939	11/06/2019	Bommarito, Thomas	582081642300	21.13
86940	11/06/2019	Chapman, Ashley	101087654000	50.00
86941	11/06/2019	County Emmet Celtic	582081642300	31.06
86942	11/06/2019	Dare Development	582081642300	24.49
86943	11/06/2019	Emmanuel Episcopal Church	101087654000	50.00
86944	11/06/2019	Fred & Maria Manfredonia	582040285000	13.75
86945	11/06/2019	Graham, Courtney	582040285000	7.02
86946	11/06/2019	Halverson, Jessica	582040285000	30.95
86947	11/06/2019	Hayes, Paul	582081642300	18.02
86948	11/06/2019	Lowe's Home Centers Inc.	582588803000	7,500.00
86949	11/06/2019	MacDonald, Travis	582040285000	16.76
86950	11/06/2019	McDowell, Melanie	582040285000	62.44
86951	11/06/2019	McPhilamy, Austin	582081642300	5.96
86952	11/06/2019	Meekhoff Electric	582588803000	2,500.00
86953	11/06/2019	Michigan Dept. of Health & Human	101082682000	228.51
86954	11/06/2019	Northern Michigan Services	101081490000	20.00
86955	11/06/2019	R & R Development	582081642300	49.53
86956	11/06/2019	Sarah Katenda & Daniel Gardner	582040285000	79.26
86957	11/06/2019	Sieglwart, Mary & Bretton	582040285000	9.04
86958	11/06/2019	Swell Things	582-081-642.300	133.93
86958	11/06/2019	Swell Things	582-040-285.000	51.20
86958	11/06/2019	Swell Things		.00
86959	11/06/2019	The Cottage Drawer	582040285000	107.68
87060	11/13/2019	Conlin, William	582040285000	43.20
87061	11/13/2019	Henning, Jeffrey	582081642300	159.43
87062	11/13/2019	Kiesler, Barbara	271790760000	73.98
Grand Totals:				11,287.34



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 18, 2019

**DATE PREPARED:** November 14, 2019

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

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

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**Background** On November 4 City Council decided to conduct a public hearing on November 18 to consider imposing special assessments against eligible, non-residential, downtown-area properties. This action follows the annual request of the Downtown Management Board that a special assessment be used to raise revenues that would be sufficient to offset costs of the Management Board's routine programs and services for 2020. If, after conducting the public hearing on November 18, the City Council decided that it wished to proceed with levying these proposed special assessments, the City Council then could adopt a resolution that would direct City staff to spread assessments and to invoice affected property owners. Staff has included an example of a special assessment invoice for your review.

**Process** As required by City Code provisions, the City Council on October 7 acknowledged receipt of a September 23 report by the City Manager that had outlined the Downtown Management Board's request. The City Council then confirmed that all costs of proposed programs and services would be offset by special assessments, designated the Management Board's territory as the assessment district, approved the recommended assessment formula for notice purposes, and set an October 21 public hearing to receive comments concerning proposed programs and services. After the October 21 public hearing, the City Council directed that an assessment roll be prepared for its review on November 4, after which the roll was accepted and ordered to be placed on file. A second public hearing was set for November 18 to receive comments concerning proposed special assessments.

**Action** Enclosed is a proposed special-assessment roll, based upon the Downtown Management Board's recommended assessment formula of \$0.18 per square foot of usable, first-floor space within eligible, non-residential buildings located in the Management Board's territory as the assessment district; \$0.045 per square foot of usable space on floors other than first floors; and \$0.055 per square foot of area on vacant, buildable lots. No comments concerning the proposed roll have been received. If the City Council wishes to proceed with this special assessment, enclosed is a proposed resolution that would confirm the City Council's approval of the proposed roll and would direct City staff to certify the roll, spread assessments accordingly, and invoice property owners within 30 days.

sb  
Enclosures



WHEREAS, the City Council on October 7, 2019, reviewed a report of September 23, 2019, that had been prepared by the City Manager that listed programs and services that had been proposed to be provided property owners and tenants within the Downtown Management Board's territory along with the proposed special-assessment roll that could be implemented to finance such programs and services; and

WHEREAS, following that review, the City Council conducted a public hearing on October 21, 2019, to receive comments concerning recommended programs and services as proposed to be provided by the Downtown Management Board as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, after having received no comments at its October 21 public hearing, the City Council then approved the programs and services as had been recommended by the Downtown Management Board, as well as approved the costs for such programs and services that had been estimated by the Downtown Management Board; and

WHEREAS, in addition to approving proposed downtown programs and services and costs of such programs and services, City Council directed City staff to prepare a special-assessment roll in accordance with the City Council's approval of recommended programs and services and costs of such programs and services for presentation to the City Council on November 4, 2019; and

WHEREAS, after receiving a proposed special-assessment roll, City Council accepted the assessment roll, ordered that it be placed on file with City staff and made available for inspection by the public, scheduled a public hearing for November 18, 2019, to receive comments concerning the proposed special-assessment roll, and directed City staff to publish a notice of the November 18, 2019 public hearing and to notify potentially affected property owners of said hearing; and

WHEREAS, the City Council conducted its November 18 public hearing and is satisfied with the assessment roll as prepared by the City staff and believes that assessments are in proportion to the benefits to be received:

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

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

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

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT**

STREET	AREA AND COST PER FLOOR												TOTAL COST
	FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		VACANT LAND		
	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
Bay Street	26,305	\$ 4,734.90	12,774	\$ 574.83	5,417	\$ 243.77	-	\$ -	3,240	\$ 145.80	-	\$ -	\$ 5,699.30
Division Street	-	-	-	-	-	-	-	-	-	-	-	-	-
Howard Street	70,662	12,719.16	20,309	913.91	-	-	-	-	20,554	924.93	-	-	14,558.00
Lake Street	93,147	16,766.46	51,771	2,329.70	8,273	372.29	-	-	45,481	2,046.65	-	-	21,515.09
Lewis Street	15,360	2,764.80	12,590	566.55	12,590	566.55	3,922	176.49	8,711	392.00	-	-	4,466.39
Michigan Street	21,766	3,917.88	300	13.50	-	-	-	-	-	-	6,324	347.82	4,279.20
Mitchell Street	173,384	31,209.12	55,064	2,477.88	14,375	646.88	-	-	88,526	3,983.67	87,528	4,814.04	43,131.59
Park Avenue	5,756	1,036.08	860	38.70	-	-	-	-	4,939	222.26	-	-	1,297.04
Petoskey Street	22,309	4,015.62	4,692	211.14	3,672	165.24	-	-	3,314	149.13	-	-	4,541.13
Rose Street	4,428	797.04	3,608	162.36	-	-	-	-	-	-	-	-	959.40
Waukazoo Street	5,028	905.04	-	-	-	-	-	-	-	-	-	-	905.04
TOTALS	438,145	\$ 78,866.10	161,968	\$ 7,288.56	44,327	\$ 1,994.72	3,922	\$ 176.49	174,765	\$ 7,864.43	93,852	\$ 5,161.86	\$ 101,352.15

Description	Rate
First Floor	\$0.180
Non-First floor	\$0.045
Unimproved	\$0.055

9/18/2019



**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
BAY STREET**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-001	CITY OF PETOSKEY	BAY STREET		\$     -		\$     -		\$     -		\$     -		\$     -	\$     -
06-226-002	CITY OF PETOSKEY	BAY STREET											-
06-226-003	PETOSKEY LAND & CATTLE	322 BAY STREET	5,893	1,060.74	3,086	138.87							1,199.61
06-200-011	MCGRAW, VAUGHN TRUST	319 BAY STREET	1,476	265.68									265.68
06-200-006	WINE GUYS HOLDINGS, LLC	321 BAY STREET	1,763	317.34	1,433	64.49							381.83
06-200-007	KONDZIELA, PAUL TRUST	327 BAY STREET	821	147.78									147.78
06-200-008	LANDIS CONNIE - residential	329 BAY STREET	0	-	-	-							-
06-200-009	BAY STREET REAL ESTATE HOLDI	331 BAY STREET (HOWARD STREET)	1,228	221.04	888	39.96							261.00
05-101-017	NATIONAL CITY BANK MI/ IL	401 BAY STREET (HOWARD STREET)	3,436	618.48	930	41.85					1,209	54.41	714.74
05-101-062	TIP OF MIT WATERSHED	426 BAY STREET (PARK AVENUE)	2,590	466.20	1,020	45.90							512.10
05-104-101	BANK OF NORTHERN MICHIGAN	406 BAY STREET	5,190	934.20	5,417	243.77	5,417	243.77					1,421.73
05-105-101	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 1	802	144.36									144.36
05-105-102	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 2	1,354	243.72							744	33.48	277.20
05-105-103	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 3	1,752	315.36							1,287	57.92	373.28
TOTALS			26,305	\$ 4,734.90	12,774	\$ 574.83	5,417	\$ 243.77	-	\$ -	3,240	\$ 145.80	\$ 5,699.30

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
DIVISION STREET**

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

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD**  
**2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT**  
**HOWARD STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST	
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT			
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST		
05-101-067	CRC HOLDINGS LLC	107 HOWARD STREET	3,780	\$ 680.40		\$ -		\$ -		\$ -		\$ -		\$ 680.40
05-101-011	SELDEN CARS, LLC	113 HOWARD STREET	1,306	235.08	852	38.34								273.42
05-101-015	117 HOWARD STREET, LLC	117 HOWARD STREET	2,280	410.40	788	35.46								445.86
05-101-022	ORAHAM, WALT/GENEVA TRUST	203 HOWARD STREET	4,786	861.48										861.48
05-101-024	HOWARD PROPERTY PARTNERS	209 HOWARD STREET	1,630	293.40	756	34.02								327.42
05-101-025	PHILLIPS, JUDY L. TRUST	215 HOWARD STREET	1,500	270.00	1,500	67.50								337.50
05-101-059	SYMONS, CHANDLER/LYNN TRUS	217 HOWARD STREET	900	162.00										162.00
05-101-036	SECOND EDITION INVEST. CO.	303 HOWARD STREET (EAST LAKE STREET)	1,425	256.50	1,425	64.13								320.63
05-101-047	SUMMIT POINT II LLC	307 HOWARD STREET	2,057	370.26										370.26
05-101-049	LAKE HOWARD LLC	309 HOWARD STREET (PARK AVENUE)	1,114	200.52	1,114	50.13								250.65
05-101-050	VIGNEAU, PAUL	311 HOWARD STREET (PARK AVENUE)	1,857	334.26	897	40.37								374.63
05-151-001	SEL WAYS, LLC	411 HOWARD STREET	2,886	519.48										519.48
05-151-008	MUNSON, THOMAS	415 HOWARD STREET	1,560	280.80										280.80
05-151-010	BOWE, JOHN	417 HOWARD STREET	3,666	659.88										659.88
05-151-012	421 HOWARD ST LLC	421 HOWARD STREET	1,881	338.58										338.58
06-226-041	PETOSKEY LAND & CATTLE	200 HOWARD STREET	5,247	944.46										944.46
06-226-042	SECOND-HALF PRODUCTIONS	206 HOWARD STREET	1,903	342.54							1,903	85.64		428.18

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
HOWARD STREET**

PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
				FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
				AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-006	T.J.B. PROPERTY HOLDINGS LLC	208 HOWARD STREET	1,755	\$ 315.90		\$ -		\$ -		\$ -		\$ -		\$ 315.90
06-226-007	HOWARD PROPERTY PARTNERS	210 HOWARD STREET	2,888	519.84								2,888	129.96	649.80
06-226-019	WJ & C, LLC	216 HOWARD STREET	2,400	432.00										432.00
06-226-027	HOWARD & LAKE LLC	300 HOWARD STREET (LAKE STREET)	1,975	355.50								1,964	88.38	443.88
06-226-028	ANDREWS PROPERTIES LLC	306 HOWARD STREET	1,250	225.00	877	\$ 39.47								264.47
06-226-030	HOWARD PROPERTY PARTNERS	308 HOWARD STREET	1,165	209.70	-	-								209.70
06-226-031	HOWARD PROPERTY PARTNERS	310 HOWARD STREET	2,500	450.00	-	-								450.00
06-226-037	MANTHEI, CORA TRUST	314 HOWARD STREET	5,000	900.00	5,000	225.00						4,832	217.44	1,342.44
06-226-040	BANK ONE	324 HOWARD STREET (MITCHELL STREET)	7,100	1,278.00	7,100	319.50						7,100	319.50	1,917.00
06-277-054	PROSPECT GROUP PROPERTIES	410 HOWARD STREET	1,867	336.06								1,867	84.02	420.08
06-277-021	MSKS LLC	418 HOWARD STREET (MICHIGAN STREET)	2,984	537.12										537.12
PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND										
				AREA	COST									
05-151-015	EV INVESTMENTS LLC	425 HOWARD STREET	PARKING LOT											
TOTALS			70,662	\$ 12,719.16	20,309	\$ 913.91	-	\$ -	-	\$ -	20,554	\$ 924.93	\$ 14,558.00	

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LAKE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-227-015	MDC JACKSON LLC	215 EAST LAKE STREET	5,212	\$ 938.16	686	\$ 30.87		\$ -		\$ -	4,176	\$ 187.92	\$ 1,156.95
06-226-008	SHORTER, MARIETTA TRUST	301 EAST LAKE STREET (PETOSKEY STREET)	3,325	598.50	3,325	149.63					1,325	59.63	807.75
06-226-009	M.E.M. PROPERTIES	305 EAST LAKE STREET	1,750	315.00							1,750	78.75	393.75
06-225-101	LONGFIELD FARM LTD PARTNERS	307 EAST LAKE ST, UNIT 1	2,030	365.40							2,346	105.57	470.97
06-225-102	MAGER PETOSKEY LTD PARTNER	307 EAST LAKE ST, UNIT 2	2,084	375.12							1,681	75.65	450.77
06-226-012	SHORTER PROPERTIES, LLC	311 EAST LAKE STREET	1,238	222.84	1,238	55.71					1,238	55.71	334.26
06-226-013	TESKA, MICHAEL & LINDA	313 EAST LAKE STREET	675	121.50									121.50
06-226-014	WARD, DONALD & JENNIFER TRU	315 EAST LAKE STREET	1,225	220.50									220.50
06-226-015	SUMMERHILL ESTATES, LLC	317 EAST LAKE STREET	2,075	373.50	1,775	79.88					2,045	92.03	545.40
06-226-016	NORWOOD GROUP, LLC	319 EAST LAKE STREET	2,000	360.00							1,976	88.92	448.92
06-226-017	WOF INVESTMENT OF MICHIGAN	321 EAST LAKE STREET	4,050	729.00	4,050	182.25							911.25
06-226-018	SPLASH PROPERTIES, LLC	325 EAST LAKE STREET	4,000	720.00	4,000	180.00					4,000	180.00	1,080.00
06-226-020	WJ & C, LLC	329-331 EAST LAKE ST. (HOWARD STREET)	4,065	731.70	4,065	182.93	4,065	182.93			3,911	176.00	1,273.55
06-226-021	SCOTT FAMILY TRUST	306 EAST LAKE STREET (PETOSKEY STREET)	5,323	958.14	625	28.13							986.27
06-226-022	HAAS, THERESA	312 EAST LAKE STREET	2,295	413.10	1,275	57.38							470.48
06-226-023	ROBINSON, GEORGE & BARBARA	314 EAST LAKE STREET	2,015	362.70									362.70
06-226-024	HOWARD PROPERTY PARTNERS	316 EAST LAKE ST.	4,603	828.54	-	-							828.54
06-226-025	HOWARD PROPERTY PARTNERS	320 EAST LAKE STREET	3,344	601.92	1,500	67.50							669.42

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LAKE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-026	PHILLIPS, JUDY L. TRUST	322-340 EAST LAKE ST.	12,002	\$ 2,160.36	10,355	\$ 465.98		\$ -		\$ -	2,550	\$ 114.75	\$ 2,741.09
05-101-035	SYMONS, CHANDLER T JR TRUST	401 EAST LAKE STREET (HOWARD STREET)	1,590	286.20	1,590	71.55					1,590	71.55	429.30
05-101-058	CIPIO LLC	403 EAST LAKE STREET	1,500	270.00	1,500	67.50					1,500	67.50	405.00
05-101-027	MASONIC ASSOCIATION	405 EAST LAKE STREET	4,208	757.44	4,208	189.36	4,208	189.36			2,800	126.00	1,262.16
05-101-028	NORTH HARBOR GROUP, LLC	409 EAST LAKE STREET	1,945	350.10	975	43.88					1,945	87.53	481.50
05-101-070	AMERICAN SPOON FOODS INC	411 EAST LAKE ST. (PARK AVENUE)	3,568	642.24									642.24
05-101-031	EMMET COUNTY	321 ELK AVENUE											-
05-101-037	SECOND EDITION INVEST. CO.	406 EAST LAKE STREET	3,611	649.98	3,611	162.50							812.48
05-101-040	WINE GUYS HOLDINGS LLC	432 EAST LAKE STREET	7,434	1,338.12	3,175	142.88					7,411	333.50	1,814.49
05-101-041	SASS INVESTMENT CO	434 EAST LAKE STREET	1,475	265.50									265.50
05-101-042	PETOSKEY LAND & CATTLE	438 EAST LAKE STREET	3,237	582.66	2,550	114.75					3,237	145.67	843.08
05-101-043	CITY OF PETOSKEY	EAST LAKE STREET											-
05-101-044	CITY OF PETOSKEY	EAST LAKE STREET											-
05-101-045	EMMET COUNTY	454-456 EAST LAKE ST.											-
05-101-038	APPLE PIE PROPERTIES, LLC	410 E. LAKE ST. (formerly 300 Park Ave.)	1,268	228.24	1,268	57.06							285.30
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND										
06-223-001	PETOSKEY GRAND LLC	200 EAST LAKE STREET	-	\$ -									
TOTALS			93,147	\$ 16,766.46	51,771	\$ 2,329.70	8,273	\$ 372.29	-	\$ -	45,481	\$ 2,046.65	\$ 21,515.09

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
LEWIS STREET**

PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
				FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
				AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-060	MS LODGING LLC	100 LEWIS STREET (ROSE & BAY STREETS)	15,360	\$ 2,764.80	12,590	\$ 566.55	12,590	\$ 566.55	3,922	\$ 176.49	8,711	\$ 392.00	\$ 4,466.39	

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MICHIGAN STREET**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST	
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT			
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST		
06-277-022	CITY OF PETOSKEY	MICHIGAN STREET (PETOSKEY STREET)		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	
06-277-019	CITY OF PETOSKEY	MICHIGAN STREET											-	
06-277-020	CITY OF PETOSKEY	MICHIGAN STREET											-	
05-151-011	CLARK, DENNIS & ANGELA	411 MICHIGAN STREET	2,400	\$ 432.00									432.00	
05-151-002	EV INVESTMENT	407 MICHIGAN STREET	10,428	1,877.04									1,877.04	
05-151-003	BURRELL, JACKLYN	413 MICHIGAN STREET	4,318	777.24									777.24	
05-151-004	BLDG AUTH CITY OF PETOSKEY	417 MICHIGAN STREET											-	
05-151-006	CITY OF PETOSKEY	MICHIGAN STREET											-	
05-151-013	BLUEWATER INVESTMENT GROUF	445 MICHIGAN	1,531	275.58	300	13.50						-	289.08	
05-156-001	425 MITCHELL ST CONDO ASSOC	406 PENNY'S ALLEY	-	-	Condo property assessed to units - Penny's Alley								-	
05-156-101	484 BENNAVILLE LLC	406 PENNY'S ALLEY #1	-	-	Residential garage								-	
05-156-102	484 BENNAVILLE LLC	406 PENNY'S ALLEY #2	-	-	Residential garage								-	
05-156-103	484 BENNAVILLE LLC	406 PENNY'S ALLEY #3	175	31.50									31.50	
05-156-104	484 BENNAVILLE LLC	406 PENNY'S ALLEY #4	682	122.76	restaurant storage?								122.76	
05-156-105	484 BENNAVILLE LLC - restaurant food court portion below	406 PENNY'S ALLEY #5	2,232	401.76									401.76	
PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	LAND											TOTAL COST
			AREA	COST										
05-156-105	484 BENNAVILLE LLC - food court Restaurant portion above	406 PENNY'S ALLEY #5	6,324	\$ 347.82										347.82
TOTALS			21,766	\$ 3,917.88	300	\$ 13.50	-	\$ -	-	\$ -	-	\$ -	\$ 4,279.20	



**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-038	FRANKHOUSER JOHN & MARY LOI	301 EAST MITCHELL ST. (PETOSKEY STREET)	3,120	\$ 561.60		\$ -		\$ -		\$ -		\$ -	\$ 561.60
06-226-039	REID, JAMES III	307 EAST MITCHELL	6,141	1,105.38	5,808	261.36					5,696	256.32	1,623.06
06-226-033	HOWARD PROPERTIES PARTNER	311 EAST MITCHELL	6,308	1,135.44	5,390	242.55					5,390	242.55	1,620.54
06-226-034	PAUL KRECKE	317 EAST MITCHELL ST.	5,050	909.00	-	-							909.00
06-226-043	HOWARD PROPERTIES PARTNER	319 EAST MITCHELL ST.	5,050	909.00									909.00
06-226-044	DUSE, MARNIE	323 EAST MITCHELL ST.	1,700	306.00							1,625	73.13	379.13
06-277-001	BETTY SMITH FARLEY	202 EAST MITCHELL ST. (EMMET STREET)	2,640	475.20									475.20
06-277-003	GRAIN TRAIN NATURAL FOOD CO	220 EAST MITCHELL ST.	6,571	1,182.78									1,182.78
06-277-050	MIGHTY FINE PIZZA & DELI	222 EAST MITCHELL ST.	480	86.40									86.40
06-277-004	C4 HOLDINGS, LLC	224 EAST MITCHELL (PETOSKEY STREET)	3,388	609.84	3,482	156.69							766.53
06-277-052	HOWARD PROPERTIES PARTNER	300 EAST MITCHELL ST. (PETOSKEY STREET)	10,181	1,832.58	5,529	248.81					10,181	458.15	2,539.53
06-277-007	HOWARD PROPERTIES PARTNER	316 EAST MITCHELL ST.	6,640	1,195.20	4,410	198.45	4,410	198.45			4,410	198.45	1,790.55
06-277-008	PHILLIPS, JUDY L TRUST	320 EAST MITCHELL ST.	1,750	315.00									315.00
06-277-009	PETOSKEY LAND & CATTLE CO	322 EAST MITCHELL ST.	3,375	607.50	1,890	85.05							692.55
06-277-010	SIMPLY SWEET BY JESSICA LLC	324 EAST MITCHELL ST.	1,684	303.12									303.12
06-277-053	JORGENSEN FAMILY TRUST	326 EAST MITCHELL ST.	2,935	528.30							2,625	118.13	646.43
06-277-013	PETOSKEY COMMUNITY CORP.	330 EAST MITCHELL ST. (HOWARD STREET)	2,734	492.12	2,734	123.03							615.15

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-039	GEMINI LAND CO.	421 EAST MITCHELL ST. (EAST LAKE STREET)	8,250	\$ 1,485.00		\$ -		\$ -		\$ -	8,250	\$ 371.25	\$ 1,856.25
05-101-051	NORCOR LLC	427 EAST MITCHELL	2,839	511.02									511.02
05-101-057	PETOSKEY LAND & CATTLE CO LLC	435 EAST MITCHELL ST.	6,495	1,169.10	4,623	208.04							1,377.14
05-101-052	PETOSKEY LAND & CATTLE CO	441 EAST MITCHELL ST.	6,892	1,240.56									1,240.56
05-101-053	PETOSKEY LAND & CATTLE CO	443 EAST MITCHELL	13,800	2,484.00							9,660	434.70	2,918.70
05-101-054	CITY OF PETOSKEY	451 EAST MITCHELL ST.											-
05-101-055	CROOKED TREE ART COUNCIL	461 EAST MITCHELL ST. (DIVISION STREET)	9,432	1,697.76	700	31.50	-	-	-		9,952	447.84	2,177.10
05-100-001	HOWARD PROPERTY PARTNERS	408 EAST MITCHELL ST. (HOWARD STREET)	10,108	1,819.44	10,108	454.86					10,108	454.86	2,729.16
05-100-151	SKOP, DAVID & RUTH	416-A EAST MITCHELL ST.	1,656	298.08							1,632	73.44	371.52
05-100-152	HOWARD PROPERTY PARTNERS	416-B EAST MITCHELL ST.	5,610	1,009.80							5,556	250.02	1,259.82
05-100-004	PETOSKEY LAND & CATTLE CO	418 EAST MITCHELL ST.	5,390	970.20	5,390	242.55	5,390	242.55			5,390	242.55	1,697.85
05-100-006	SYMON CHANDLER JT TRUST	426 EAST MITCHELL ST.	2,500	450.00							2,350	105.75	555.75
05-100-007	ROCHON ELAINE TRUST	430 EAST MITCHELL ST.	2,500	450.00							2,500	112.50	562.50
05-100-008	SMITH, RICHARD	434 EAST MITCHELL ST.	5,000	900.00	5,000	225.00							1,125.00
05-100-009	PETOSKEY LAND & CATTLE CO	436 EAST MITCHELL ST.	2,500	450.00									450.00
05-100-010	PETOSKEY LAND & CATTLE CO	438 EAST MITCHELL ST.	2,375	427.50									427.50

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
MITCHELL STREET**

			AREA AND COST PER FLOOR										TOTAL COST
PROPERTY		PROPERTY ADDRESS	FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
NUMBER	PROPERTY OWNER	(ADDITIONAL FRONTAGE)	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-100-011	PETOSKEY LAND & CATTLE CO	440 EAST MITCHELL ST.	2,825	\$ 508.50		\$ -		\$ -		\$ -		\$ -	\$ 508.50
05-100-012	ERIC & LORRAINE KASPER	442 EAST MITCHELL ST.	2,650	477.00									477.00
05-100-013	AMBITIOUS BEE PROPERTIES LLC	444 EAST MITCHELL ST.	1,625	292.50									292.50
05-100-014	PETOSKEY LAND & CATTLE CO	446 EAST MITCHELL ST. (WAUKAZOO AVENUE)	4,380	788.40									788.40
05-154-101	DAVID & MELISSA MEIKLE	422 EAST MITCHELL ST #1	Third floor unit - residential										-
05-154-102	SUSAN OFFIELD TRUST	422 EAST MITCHELL ST #2	Third floor unit - residential										-
05-154-103	484 BENNAVILLE LLC	422 EAST MITCHELL ST #3	Second floor unit - commercial				2,279	102.56					102.56
05-154-104	484 BENNAVILLE LLC	422 EAST MITCHELL ST #4	Second floor unit - commercial				2,296	103.32					103.32
05-154-105	484 BENNAVILLE LLC	422 EAST MITCHELL ST #5	1,875	337.50	First floor unit - commercial - includes basement						697	31.37	368.87
05-154-106	484 BENNAVILLE LLC	422 EAST MITCHELL ST #6	2,318	417.24	First floor unit - commercial - includes basement						2,108	94.86	512.10
05-101-064	CHAMBER OF COMMERCE	401 EAST MITCHELL ST.	2,617	471.06							396	17.82	488.88
PROPERTY		PROPERTY ADDRESS	VACANT LAND										
NUMBER	PROPERTY OWNER	(ADDITIONAL FRONTAGE)	AREA	COST									
06-227-016	PETOSKEY GRAND LLC	MITCH/ PETOSKEY/ LAKE	87,528	\$ 4,814.04	Replaces 8 previous parcels @ 10,941 sq ft								4,814.04
06-223-003	PETOSKEY GRAND LLC	207 EAST MITCHELL ST.	-	-									-
06-223-004	PETOSKEY GRAND LLC	211 EAST MITCHELL ST.	-	-									-
06-277-002	BLDG AUTH CITY OF PETOSKEY	212 EAST MITCHELL ST.	-	-									
06-223-002	PETOSKEY GRAND LLC	221 EAST MITCHELL ST.	-	-									-
			87,528	\$ 4,814.04									
TOTALS			173,384	\$ 31,209.51	51,064	\$ 2,477.88	14,375	\$ 646.88	-	\$ -	88,526	\$ 3,983.67	\$ 43,131.59

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
PARK AVENUE**

PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
				FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
				AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-030	WILLIAM & TAMMY THOMPSON	216 PARK AVENUE		2,901	\$ 522.18		\$ -		\$ -		\$ -	2,861	\$ 128.75	\$ 650.93
05-101-033	PETOSKEY LAND & CATTLE LLC.	222 PARK AVENUE		1,188	213.84							1,188	53.46	267.30
05-101-034	PETOSKEY LAND & CATTLE, LLC	224 PARK AVENUE		807	145.26							890	40.05	185.31
05-101-038	APPLE PIE PROPERTIES, LLC	300 PARK AVENUE moved to 410 E Lake St												-
05-101-063	CIPIO LLC	214 PARK AVE		860	154.80	860	38.70							193.50
TOTALS				5,756	\$ 1,036.08	860	\$ 38.70	-	\$ -	-	\$ -	4,939	\$ 222.26	\$ 1,297.04

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
PETOSKEY STREET**

PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-032	REID, JAMES III	313 PETOSKEY STREET	676	\$ 121.68		\$ -		\$ -		\$ -		\$ -	\$ 121.68
06-277-018	CITY OF PETOSKEY	PETOSKEY STREET											-
06-277-022	CITY OF PETOSKEY	PETOSKEY STREET (MICHIGAN STREET)											-
06-226-045	BEAR RIVER REALTY LLC	1 PETOSKEY STREET	3,672	660.96	3,672	165.24	3,672	165.24					991.44
06-277-015	HARRIS, DANIEL & AMY	410 PETOSKEY STREET	2,262	407.16									407.16
06-227-001	LAMBERT, MICHAEL T & HELEN T	202 PETOSKEY STREET	4,024	724.32									724.32
06-227-004	MOLCOR LLC	214 PETOSKEY STREET (EAST LAKE STREET)	3,285	591.30							3,314	149.13	740.43
06-277-017	REED, PAUL W & KATHLEEN A	414 PETOSKEY STREET	2,010	361.80									361.80
06-278-005	ALM, MARIE C TRUST	418 PETOSKEY STREET	1,128	203.04									203.04
06-278-008	HARRIS PROFESSIONAL PROPER	1424 PETOSKEY STREET (MICHIGAN STREET)	1,820	327.60	1,020	45.90							373.50
06-226-029	BEIER FAMILY REAL ESTATE CO.,	309 PETOSKEY STREET	3,432	617.76									617.76
PROPERTY NUMBER    PROPERTY OWNER		PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND										
			AREA	COST									
06-223-005	PETOSKEY GRAND LLC	302 PETOSKEY STREET (EAST LAKE STREET)	-	\$ -									-
06-223-006	PETOSKEY GRAND LLC	312 PETOSKEY STREET	-	-									-
06-223-007	PETOSKEY GRAND LLC	314 PETOSKEY STREET	-	-									-
06-223-008	PETOSKEY GRAND LLC	316 PETOSKEY STREET	-	-									-
			-	\$ -									
TOTALS			22,309	\$ 4,015.62	4,692	\$ 211.14	3,672	\$ 165.24	-	\$ -	3,314	\$ 149.13	\$ 4,541.13

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
ROSE STREET**

PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
				FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
				AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-002	MS LODGING LLC		410 ROSE STREET	4,428	\$ 797.04	3,608	\$ 162.36	-	\$ -	-	\$ -	-	\$ -	\$ 959.40

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD  
2019 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT  
WAUKAZOO STREET**

PROPERTY NUMBER		PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
				FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
				AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-151-007	CRESS ENTERPRISES INC.	414 WAUKAZOO STREET	0	\$ -	-	\$ -	Residential begin Dec 2016		\$ -		\$ -		\$ -	
05-151-009	CRESS ENTERPRISES INC.	418 WAUKAZOO STREET	1,932	\$ 347.76	-	-							-	
05-151-014	1ST CHURCH CHRIST SCIENTIST	420 WAUKAZOO STREET	3,096	\$ 557.28	-	-							-	
TOTALS			5,028	\$ 905.04	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 905.04	



# City of Petoskey

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

## 2019 DOWNTOWN PROGRAMS AND SERVICES SPECIAL ASSESSMENTS

Invoice Date: Nov. 19, 2019

Mail to:

ABC Company  
101 East Lake Street  
Petoskey, MI 49770

Property ID: 00-000-000

Address: 101 East Lake Street  
Petoskey, MI 49770

SQUARE FOOTAGE	DESCRIPTION	PRICE PER SQUARE FOOT	AMOUNT
5,893	First Floor	\$0.180	\$1,060.74
3,086	Second Floor	\$0.045	\$138.87
0	Third Floor	\$0.045	\$0.00
0	Fourth Floor	\$0.045	\$0.00
0	Basement	\$0.045	\$0.00
0	Vacant Space	\$0.055	\$0.00
TOTAL SPECIAL ASSESSMENT			\$1,199.61
<p>Since, 1993, annual special assessments paid by downtown property owners have helped to fund programs and services provided by the Downtown Management Board. Programs such as 14 special events, economic enhancement, beautifications, marketing and promotions, and administration are funded by these assessments. Assessments are determined by a square-footage formula of eligible, non-residential properties assessed at \$0.180 per square foot for useable first-floor area, \$0.045 per square foot for floors other than first floors, \$0.055 per square foot for vacant, improved and unimproved lots.</p> <p>Persons with questions about this assessment should call either the City of Petoskey Director of Finance at 231-347-2500 or the Downtown Management Board Downtown Director at 231-622-8501.</p>			
			<b>\$1,199.61</b>
			<b>PAY THIS AMOUNT</b>

Questions concerning this invoice?

Call: DIRECTOR OF FINANCE  
231-347-2500

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

**PAYMENT DUE WITHIN 30 DAYS FROM DATE OF INVOICE. A 4% PENALTY WILL BE ADDED ON 12/20/19. INTEREST AT A RATE OF 1% PER MONTH WILL BE ADDED BEGINNING JANUARY 1, 2020.**





**BOARD:** City Council

**MEETING DATE:** November 18, 2019

**DATE PREPARED:** November 7, 2019

**AGENDA SUBJECT:** Public Hearing & Possible 2020 Budget Adoption

**RECOMMENDATION:** That City Council conduct a public hearing and possible adoption of the enclosed proposed resolution.

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**Background** On November 4, 2019, the City Manager presented the proposed 2020 City Budget. At that meeting City Council passed a resolution scheduling a Public Hearing for November 18, 2019 to receive comments concerning both the budget recommendation and property tax millage rates. Section 8.3 of the City Charter requires a budget hearing on the budget before adoption. State law mandates a public hearing for all proposed mill levy rates.

Following the public hearing, City Council could consider adopting the enclosed proposed resolution that would confirm approval of the 2020 Annual Budget, including appropriations of anticipated revenues and expenditures, as well as authorizing implementation of certain associated procedures, rates and charges, and continuation of on-going programs.

**Please remember to bring your 2020 Budget to the meeting.**

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

**Millage Rates** Estimated within the proposed 2020 Annual Budget are individual millage rates that would total 14.4243 mills. Final adjustments of property tax millage rates would be approved by the City Council midway through 2020, following the State's annual equalization of assessed and taxable values. For the purpose of preparing the proposed 2020 Annual Budget, property-tax rates have been proposed at the amounts of 7.5327 mills to produce revenues to offset costs of general government services and projects, with .4890 mills added for solid-waste programs; 3.8790 mills to offset costs of maintenance operations and public improvements within street right-of-ways; 1.7810 mills to offset costs for operation and maintenance of the Petoskey District Library; and Fire Equipment 0.7426.

**Resolution Adopting Budget** Enclosed is a proposed resolution that would confirm adoption of the 2020 Annual Budget as presented, with estimated property tax millage rates totaling 14.4243 mills, and that would assign balances and appropriations. The proposed resolution would authorize the declaration of City-owned personal property as surplus and to arrange for its sale or disposal; adjustments among line item appropriations so long as the total expenditure budget for the assigned fund is not exceeded; negotiation with and establishment of certain rates for electric-utility customers in response to on-going utility-industry restructuring efforts; continuation of participation in feasibility studies conducted by the Michigan Public Power Agency or other established by the Agency related to power-supply issues and meeting the City's electrical system needs.

**Action** That City Council conduct a public hearing regarding both the proposed 2020 Budget as well as the proposed mill levies. If agreeable to the City Council, a motion can be made to approve the enclosed resolution approving the 2020 Budget.

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Enclosures



# City of Petoskey

## Resolution

WHEREAS, as required of City Charter provisions, the City Manager has presented to the City of Petoskey City Council the City's proposed annual budget for 2020; and

WHEREAS, as also is required of City Charter provisions, the City Council on November 18, 2019, conducted a public hearing to receive comments concerning these proposed budgets for the City's various funds:

### **General Fund**

January 1, 2020 Fund Balance	\$ 5,904,042
Revenues	<u>9,451,200</u>
Expenditures:	
General Governmental Services	1,803,400
Public Safety	4,086,200
Public Works	657,800
Recreation and Cultural	<u>3,441,400</u>
Total Expenditures	<u>9,988,800</u>
December 31, 2020 Fund Balance	\$ <u>5,366,442</u>

### **Major Street Fund**

January 1, 2020 Fund Balance	\$ 1,374,728
Revenues	901,600
Expenditures	<u>1,552,100</u>
December 31, 2020 Fund Balance	\$ <u>724,228</u>

### **Local Street Fund**

January 1, 2020 Fund Balance	\$ 792,316
Revenues	444,000
Expenditures	<u>515,700</u>
December 31, 2020 Fund Balance	\$ <u>720,616</u>

**General Street Fund**

January 1, 2020 Fund Balance	\$ 1,189,083
Revenues	1,462,600
Expenditures	<u>1,567,600</u>
December 31, 2020 Fund Balance	\$ <u>1,084,083</u>

**Tax Increment Finance Authority Fund**

January 1, 2020 Fund Balance	\$ 719,975
Revenues	375,000
Expenditures	<u>392,000</u>
December 31, 2020 Fund Balance	\$ <u>702,975</u>

**Library Fund**

January 1, 2020 Fund Balance	\$ 960,576
Revenues	1,536,200
Expenditures	<u>1,534,200</u>
December 31, 2020 Fund Balance	\$ <u>962,576</u>

**Downtown Management Fund**

January 1, 2020 Fund Balance	\$ 105,610
Revenues	193,200
Expenditures	<u>192,800</u>
December 31, 2020 Fund Balance	\$ <u>106,010</u>

**Downtown Parking Fund**

January 1, 2020 Retained Earnings	\$ 745,596
Revenues	906,500
Expenses	<u>711,400</u>
December 31, 2020 Retained Earnings	\$ <u>940,696</u>

**Right-of-Way Fund**

January 1, 2020 Fund Balance	\$ 632,346
Revenues	1,798,000
Expenditures	<u>1,607,000</u>
December 31, 2020 Fund Balance	\$ <u>823,346</u>

**Electric Fund**

January 1, 2020 Retained Earnings	\$ 23,338,924
Revenues	11,322,800
Expenses	<u>11,684,300</u>
December 31, 2020 Retained Earnings	\$ <u>22,977,424</u>

**Water and Sewer Fund**

January 1, 2020 Retained Earnings	\$ 25,417,897
Revenues	5,948,300
Expenses	<u>5,757,000</u>
December 31, 2020 Retained Earnings	\$ <u>25,609,197</u>

**Motor Pool Fund**

January 1, 2020 Retained Earnings	\$ 4,085,746
Revenues	1,995,800
Expenses	<u>1,005,200</u>
December 31, 2020 Retained Earnings	\$ <u>5,076,346</u>

**Building Authority Marina Improvements Bond Fund**

January 1, 2020 Fund Balance	\$ 14,487
Revenues	114,600
Expenditures	<u>114,200</u>
December 31, 2020 Fund Balance	\$ <u>14,887</u>

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

January 1, 2020 Fund Balance	\$ 93,314
Revenues	225,500
Expenditures	<u>224,500</u>
December 31, 2020 Fund Balance	\$ <u>94,314</u>

WHEREAS, following the public hearing to receive comments concerning the proposed 2020 Annual Budget and its consideration of the proposed budget, the City Council wishes to approve the proposed budgets of these various City funds; and

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby approves the 2020 Annual Budget as presented by the City Manager and as summarized in this resolution; and

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED that the City Manager receives a 2% increase to his wage rate; and

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



# **CITY OF PETOSKEY**

## **Schedule of Rates and Charges**

**Effective: January 1, 2020**

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

\*Charges for FOIA requests are based on the City's FOIA Policy.

Schedule of Rates and Charges  
January 1, 2020

**OFFICE OF CITY PLANNER**

Zoning Board of Appeals Application	\$330.00
Site Plan Review	\$600.00
Special Condition Use (Use Change Only)	\$400.00
Special Condition Use with Site Plan	\$800.00
Parking Plan Review	\$250.00
Special Condition Use and Parking Plan	\$250.00
Rezoning Application (Map and Text)	\$600.00
Land Division Review:	\$60.00
Planned Unit Development:	
Preliminary PUD	\$900.00 plus consultant costs
Final PUD	\$1,100.00 plus consultant costs
Special Meeting	\$150.00
Zoning Permit	\$30.00
Fence Permit	\$15.00
Zoning Verification Letter	\$50.00
<b>Sign Permit Applications**</b>	
Temporary Sign	\$15.00
Directional Sign	\$15.00
Wall mounted Signs	\$40.00
Projecting Name Plate	\$20.00
Sandwich Board	\$25.00
Special Condition Sign	\$60.00
Freestanding Signs	\$40.00
Overhanging Signs	\$40.00
**Fee for installation before approval	\$30.00
**Penalty fee will be in addition to regular sign fee amount	



Schedule of Rates and Charges  
January 1, 2020

**DEPARTMENT OF FINANCE**

Notary Charge for non-City business	\$5.00
<b>Business Licenses:</b>	
Auction	\$50.00 per event
Bed and Breakfast	\$150.00 initial; \$100 annually
Boarding House	\$150.00 initial; \$100 annually
Door to Door Sales and Canvassing	\$50
Going Out of Business	\$50.00, up to 90 days maximum
Hotel Operation	\$150.00 initial; \$100 annually
Outdoor Beverage and Food Service - without alcohol	\$150.00
Outdoor Beverage and Food Service - with alcohol	\$200.00
Redevelopment Liquor License - MCL 436.1521 a(1)(a) - new construction	\$750.00
Redevelopment Liquor License - MCL 436.1521 a(1)(b)	\$500.00
Liquor Licenses - Council Approval Required for State Licensing	\$100.00
New Business Registration	\$50.00 at the business start-up
Transient Merchant	\$25/day; \$75/week; \$200/season
Vacation Rental	\$150.00 initial; \$100 annually
Vacation Rental - return inspection visit	\$25.00 fee each additional visit
<b>Food Trucks:</b>	
If vending on City Property - annually	\$500.00 annually
If associated with a community event and on public property - daily	\$40/day
If vending on private property - annually	\$100.00 annually
If vending on private property - daily	\$25/day
<b>Medical Marijuana Provisioning Facilities:</b>	
Application Fee	\$5,000
License/Renewal Fee	\$5,000 annually
Fax – per page	\$1.00
Copies for public – per page 8.5" x 11"	\$1.00
Copies for public - large (ex. Plan documents)	\$4.00
FOIA Requests – hourly rate after 1 <sup>st</sup> hour	\$15.00
*plus copying and postage costs	
Voter List per Ward: paper copy per ward	\$40.00
Voter List per Ward: E-mail listing per ward	\$10.00
Electronic media	\$10.00
Tax Abatement Application – CFT, IFT, etc.	\$200.00
Street Open-Cut Deposit	\$500.00
Residential Utility Deposit - Renters	
Water, Sewer and Electric	\$150.00
Electric - Only	\$75.00
Water & Sewer - Only	\$85.00
*Residential utility deposits are returned after 1 year, if monthly bills are paid on time.	

Schedule of Rates and Charges  
January 1, 2020

Final Meter Reading - termination of utility service	\$10.00
------------------------------------------------------	---------

**Electric:**

Service Upgrade	\$150.00
Temporary Overhead	\$150.00
Temporary Underground	\$150.00 plus \$2.00 per foot

**Customer provides trenching and installation of conduit, other costs may apply.**

Permanent Overhead:

1 Phase	\$200.00
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Permanent Underground:	\$200.00 plus \$2.00 per foot
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**Customer provides trenching and installation of conduit, other costs may apply.**

**All 3 Phase services shall be underground. Costs determined on a case by case basis.**

Turn on/off Service:

During Office Hours - 7:30 A.M. to 4:00 P.M.	\$50.00
After Office Hours - 4:00 P.M. to 7:30 A.M.	\$150.00

**Water Service:**

Turn on/off Service:

During Office Hours - 7:30 A.M. to 4:00 P.M.	\$50.00
After Office Hours - 4:00 P.M. to 7:30 A.M.	\$150.00

Meter replacement due to damage	\$240.00
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Water Meter Removal and Installation - construction	\$50.00
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Schedule of Rates and Charges  
January 1, 2020

**DEPARTMENT OF FINANCE**

Meter Size	<b><u>Water Capital Charges</u></b>		<b><u>Sewer Capital Charges</u></b>		<b><u>Tap-In Fees</u></b>	
	<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>
5/8"	\$900.00	\$1,350.00	\$3,200.00	\$3,200.00	\$1,470.00	\$1,615.00
3/4"	\$1,350.00	\$2,025.00	\$4,800.00	\$4,800.00	\$1,470.00	\$1,615.00
1"	\$2,250.00	\$3,375.00	\$8,000.00	\$8,000.00	\$1,680.00	\$1,845.00
1-1/2"	\$4,500.00	\$6,750.00	\$16,000.00	\$16,000.00	\$4,360.00	\$4,795.00
2"	\$7,200.00	\$10,800.00	\$25,600.00	\$25,600.00	\$4,640.00	\$5,100.00
3"	\$15,750.00	\$23,625.00	\$56,000.00	\$56,000.00	\$5,040.00	\$5,545.00
4"	\$27,000.00	\$40,500.00	\$96,000.00	\$96,000.00	\$7,075.00	\$7,780.00
6"	\$56,250.00	\$84,375.00	\$200,000.00	\$200,000.00	\$9,730.00	\$10,700.00

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

Schedule of Rates and Charges  
January 1, 2020

**DEPARTMENT OF PARKS AND RECREATION**

**Magnus Park**

	<b>Daily</b>		<b>Monthly</b>	
	Non-Peak	Peak*	Non-Peak	Peak*
Full Hookup	\$32	\$40	\$744	\$930
Electric Only	\$30	\$35	\$698	\$814

\* July/August

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

**Marina Services**

Daily Launch	\$5.00 per day
Annual Launch	\$25.00 per year
Senior Launch (55 years +)	\$20.00 per year
Pump Out (LOA < 60')	\$10.00 per tank
Pump Out (LOA > 60')	\$20.00 per tank
Pump Out-Seasonal Slip	Free
Block & Cube Ice	\$2.00 per bag

**Marina Seasonal**

30 foot Boat Slip	\$2,820
38 foot Boat Slip	\$3,572
42 foot Boat Slip	\$3,948
45 foot Boat Slip	\$4,230
60 foot Boat Slip	\$5,640

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

The above are 2020 DNR Waterways Commission rates for seasonal boaters. The 2020 rates will be adopted at the same tier for seasonal slips - Rate 3.

Schedule of Rates and Charges  
January 1, 2020

**DEPARTMENT OF PARKS AND RECREATION**

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

<b>25'</b>	\$37.00	<b>38'</b>	\$56.00	<b>51'</b>	\$75.00	<b>64'</b>	\$95.00
<b>26'</b>	\$38.00	<b>39'</b>	\$58.00	<b>52'</b>	\$77.00	<b>65'</b>	\$96.00
<b>27'</b>	\$40.00	<b>40'</b>	\$59.00	<b>53'</b>	\$78.00	<b>66'</b>	\$98.00
<b>28'</b>	\$41.00	<b>41'</b>	\$61.00	<b>54'</b>	\$80.00	<b>67'</b>	\$99.00
<b>29'</b>	\$43.00	<b>42'</b>	\$62.00	<b>55'</b>	\$81.00	<b>68'</b>	\$101.00
<b>30'</b>	\$44.00	<b>43'</b>	\$64.00	<b>56'</b>	\$83.00	<b>69'</b>	\$102.00
<b>31'</b>	\$46.00	<b>44'</b>	\$65.00	<b>57'</b>	\$84.00	<b>70'</b>	\$104.00
<b>32'</b>	\$47.00	<b>45'</b>	\$67.00	<b>58'</b>	\$86.00	<b>71'</b>	\$105.00
<b>33'</b>	\$49.00	<b>46'</b>	\$68.00	<b>59'</b>	\$87.00	<b>72'</b>	\$107.00
<b>34'</b>	\$50.00	<b>47'</b>	\$70.00	<b>60'</b>	\$89.00	<b>73'</b>	\$108.00
<b>35'</b>	\$52.00	<b>48'</b>	\$71.00	<b>61'</b>	\$90.00	<b>74'</b>	\$110.00
<b>36'</b>	\$53.00	<b>49'</b>	\$73.00	<b>62'</b>	\$92.00	<b>75' or &gt;</b>	\$1.48 per foot
<b>37'</b>	\$55.00	<b>50'</b>	\$74.00	<b>63'</b>	\$93.00		

The DNR Waterways Commission adopts the Marina Transient rates in Fall/Winter. 2020 rates for transient boaters will be adopted by the City using Tier F.

Schedule of Rates and Charges  
January 1, 2020

**DEPARTMENT OF PARKS AND RECREATION**

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

<b><u>Gazebos</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
<b>Sunset Park Gazebo (max. 50 people)</b>	(Must live within City Limits)	(Lives outside City Limits)
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00

<b>Pennsylvania Park Gazebo*</b>		
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00

*Exception – Tuesdays	11:00 A.M. to 2:00 P.M.	Closed for concert series
Fridays	11:00 A.M. to 2:00 P.M.	Closed for concert series
	6:00 P.M. to 9:00 P.M.	Closed for concert series

<b><u>Shelters/Open Space</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
<b>Bayfront Park Festival Shelter (max. 75 people)</b>	(Must live within City Limits)	(Lives outside City Limits)
9:00 A.M. to Noon	\$125.00	\$175.00
1:00 P.M. to 4:00 P.M.	\$125.00	\$175.00
5:00 P.M. to Dusk	\$125.00	\$175.00

<b>Bayfront Park West (max. 150 people)*Open Space Only</b>		
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00

<b>Bear River Shelter/Mitchell Street Bridge (max. 140 people)</b>		
9:00 A.M. to Noon	\$125.00	\$175.00
1:00 P.M. to 4:00 P.M.	\$125.00	\$175.00
5:00 P.M. to Dusk	\$125.00	\$175.00

<b>Mineral Well Shelter (max. 32 people)</b>		
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00

<b>West Side Shelter (max. 32 people)</b>		
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00

<b>Waterfall Area (max. 150 people)*Open Space Only</b>		
9:00 A.M. to Noon	\$125.00	\$175.00
1:00 P.M. to 4:00 P.M.	\$125.00	\$175.00
5:00 P.M. to Dusk	\$125.00	\$175.00

<b>Special Event Application</b>	\$75.00	\$125.00
Fee applied to rental costs if applicable		

Schedule of Rates and Charges  
January 1, 2020

## **DEPARTMENT OF PARKS AND RECREATION**

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

<b><u>Shelters/Open Space</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
<b>Riverbend Park Pavilion (max. 75 people)</b>	(Must live within City Limits)	(Lives outside City Limits)
9:00 A.M. to Noon	\$75.00	\$125.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to Dusk	\$75.00	\$125.00

#### **Resource Center (max. 20 people)**

2-hour Reservation	\$50.00	\$75.00
Additional Hour	\$25.00	\$35.00

#### **Winter Sports Park**

Skate Rental (reduced price for schools & non-profit groups - \$2/person)	\$5.00 per person	\$5.00 per person
Hockey Rink - 1 hour block (Zamboni once)	\$25.00	\$25.00
Hockey Tournament Fee	\$500.00	\$750.00
Building Rental (off hours with 2 hour block)	\$75.00	\$125.00
Additional Hour	\$20.00	\$30.00
Birthday Party Rates		
Upstairs during open hours (2 tables/2 hours)	\$25.00	\$35.00
Additional Hour	\$10.00	\$15.00
Downstairs Private Room (3 hour block)	\$125.00	\$200.00
(Includes reduced skate rental (\$2), private party room and restroom)		
Additional Hour	\$25.00	\$35.00

#### **Sports Fields – Non-affiliated Sports Groups**

Unlighted Ball Field	\$ 50.00 per fitting with a three game block
Lacrosse Field	\$150.00 per striping with a two day maximum
Soccer Field	\$150.00 per striping with a two day maximum
Volleyball Court	\$25.00 per court/day includes initial drag
Mowing	\$40.00 per mow

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

#### **Park Resources**

Request for picnic tables - Specify Park Event (maximum of ten (if available))	\$50.00	\$100.00
Request for extra trash barrels (maximum of 5)	\$25.00	\$35.00
Performance Stage (up to 4 hours)	\$150.00	\$175.00
Additional Hour	\$30.00	\$40.00
P.A. System (up to 4 hours)	\$25.00	\$35.00
Street Closure	\$100.00	\$150.00
Staffing requests, if approved, will be billed at overtime rates		

#### **Cancellation Fees**

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

\*\* A separate \$50.00 refundable damage deposit is required with payment at time of reservation.

Schedule of Rates and Charges  
January 1, 2020

**DEPARTMENT OF PUBLIC SAFETY**

Fingerprinting	\$10.00
DVD Copies	\$10.00
CD-ROM Photo Reproduction	\$10.00
Accident Reports	\$5.00
Private Events	
Use of fire engine	\$500.00
Personnel for fire engine per hour	\$102.00
Overtime per hour	\$142.00
Use of patrol unit	\$250.00
Personnel for patrol unit per hour	\$51.00
Overtime per hour	\$71.00

\*\*Charges for FOIA requests are based on the City's FOIA Policy.



Schedule of Rates and Charges  
January 1, 2020

**DEPARTMENT OF PUBLIC WORKS**

Right-of-Way Excavating/Occupancy Deposit	\$500.00
Permit to Use Public Right-of-Way Fee	\$50.00
Soil Erosion and Sediment Control Permit:	
Individual Residential Sites:	
Plan Review	\$50.00
Permit and Inspection during the first year	\$150.00
Individual Garage, Pole Building, etc.:	
Plan Review	\$50.00
Permit and Inspection during the first year	\$150.00
Subdivisions, Multiple Housing, Commercial Sites, etc.:	
Plan Review	\$50.00
Permit and Inspection during the first year	\$800.00
Underground Cables and Pipelines:	
Plan Review	\$50.00
Permit and Inspection during the first year	\$300.00
Miscellaneous Earthwork, Fills, Excavations, etc.:	
Plan Review	\$50.00
Permit and Inspection during the first year	\$150.00

Additional fees will be charged for inspections required beyond the first year of the permit. (The additional fee will be one half the original permit fee, per additional year.)

Pole Attachment and Use Permit:	
Standard Attachment Application Fee:	
1-10 Poles	\$50
11-20 Poles	\$150
21-25 Poles	\$250
26+ Poles	TBD
Standard Attachment Fee - Per foot of usable space per year	\$1.07 per pole
Wireless Application Fee - Wireless Antenna, Micro/Small Cell	\$100 per pole
Wireless Application Fee - Wireless Antenna, Micro/Small Cell with engineering analysis	\$200 per pole
Wireless Attachment Fee - Wireless Antenna, Micro/Small Cell	\$50 annually

Additional fees will be charged as referenced in the Standard Pole Attachment License Agreement. Applicant will be responsible for all costs associated with engineering, make-ready work, safety inspections and miscellaneous charges and materials associated with attachment or colocation.



**BOARD:** City Council

**MEETING DATE:** November 18, 2019

**PREPARED:** November 14, 2019

**AGENDA SUBJECT:** Kalamazoo Avenue Reconstruction Review

**RECOMMENDATION:** That the City Council review and approve

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**Background** At its September 16, 2019 meeting, City Council referred the CIP 2020 Kalamazoo Avenue reconstruction project to the Planning Commission for its approval pursuant to the Michigan Planning Enabling Act (Sec. 61 of PA 33 of 2008). An open house on the project was held on October 9, and the Commission reviewed the project at its October 17 and November 7 meetings, and held a subcommittee meeting on the corner of Kalamazoo and Jennings on October 28. Draft minutes from those meetings and summary of input from the open house are enclosed.

### **Discussion**

#### **Corner of Jennings and Kalamazoo**

Based on the comments from the Commission and Mr. Taylor, owner of the Corner Grocer, staff had a third concept developed that extends sidewalks in both the Jennings and Kalamazoo right-of-ways, creates perpendicular parking in the Jennings Avenue right-of-way, and eliminates all parallel parking bump-outs.

The committee and Mr. Taylor reviewed the revised plan and concluded the compromise design addressed the needs of both the City and the Corner Grocer.

#### **Kalamazoo Avenue**

The Commission had given direction at the October 17 meeting that they would like the Kalamazoo Avenue design modified to 30 feet in width the entire length, have a bike lane added on the west side (post no parking) and allow parking on the east side.

#### **Staff Analysis and Recommendation:**

- 30 Feet is not a sufficient width to allow for two lanes of traffic (22 feet), an unmarked parking lane (7 feet minimum) and a bike lane that meets ASHTO Standards (5 Feet). The street could remain at 37 feet to incorporate a dedicated bike lane, but sidewalk construction would then require a significant retaining wall, existing large trees would be impacted, the traffic calming benefit of narrowing would be lost, and the bike lane would have to be used for parking during the winter odd/even parking restriction.
- The suggested solution is to put sharrows (shared lane marking) on the southbound (uphill) lane to emphasize Kalamazoo as a bike route. These were used on West Lake Street before the street was narrowed.

- Without narrowing the street to 26 feet between Spruce and Lindell, the sidewalk will be placed at the back of curb to avoid installing a retaining wall and would eliminate the green lawn. A retaining wall could be installed, but will be costly and could negatively impact existing larger trees.

There is a balance between cost of a retaining wall and creating an improved pedestrian experience with a vegetative buffer between the curb and sidewalk, which also provides some storage for snow. While four feet is smaller than desired for healthy trees, the green lawn could be designed to handle sidewalk water runoff.



Based on evaluation of the street and other streets in town, discussion with the school district and observation of buses in the bus turnaround, staff recommends that the street be constructed as originally designed (30 feet in width, but 26 feet between Spruce and Lindell) with the addition of sharrows in the southbound travel lane.

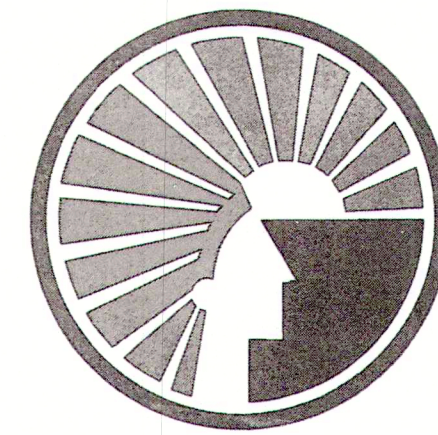
After seeing examples of other existing streets and discussion with staff on posting of no parking on the west side of the street, the Commission approved the design, along with the compromise design at the corner of Kalamazoo and Jennings, based on the finding that the design accomplished many of the City Master Plan and Non-Motorized Facilities Plan goals, objectives, and strategies.

**Action** Staff recommends that City Council consider approving the Kalamazoo Avenue Reconstruction Project with the following design parameters:

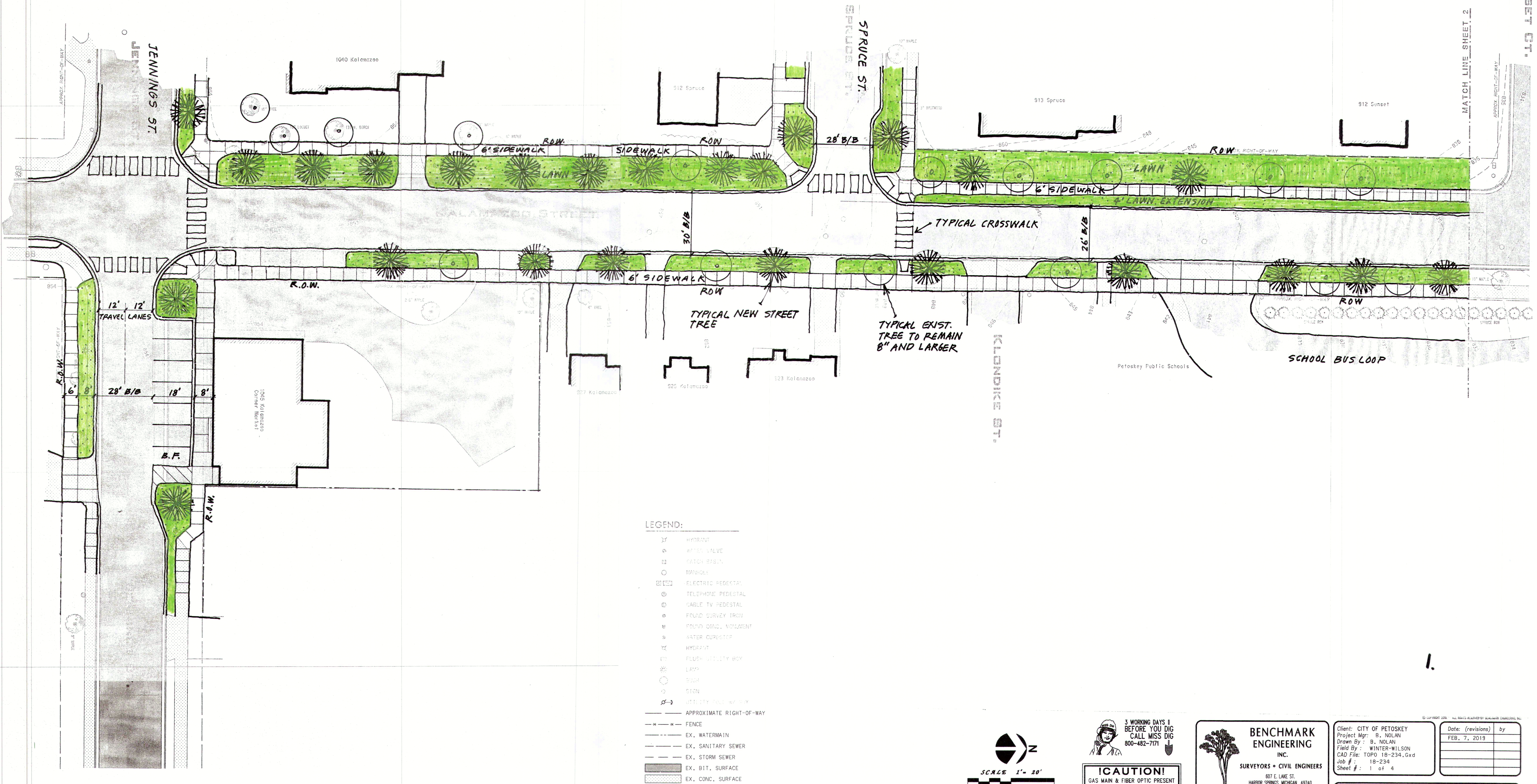
- A 30-foot-wide street, with the exception of the section between Spruce and Lindell at 26 feet;
- Sidewalks on both sides of the street;
- No parking on the west side of the street with sharrows installed;
- A storm water BMP/green infrastructure project at Sunset Court; and
- Perpendicular parking on Jennings Avenue behind a sidewalk adjacent to the Corner Grocer.

at  
Enclosures



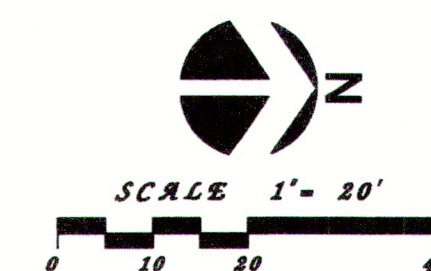


City of Petoskey  
**TOPOGRAPHIC SURVEY**  
Kalamazoo Street - East Mitchell to Jennings  
CITY OF PETOSKEY, EMMET COUNTY, MICHIGAN



**LEGEND:**

- HYDRANT
- WATER VALVE
- CATCH BASIN
- MANHOLE
- ELECTRIC PEDESTAL
- TELEPHONE PEDESTAL
- CABLE TV PEDESTAL
- FOUND SURVEY IRON
- FOUND CONC. MONUMENT
- WATER CURETTER
- HYDRANT
- FLUSH UTILITY BOX
- LAMP
- SIGN
- UTILITY TOLL WAY
- APPROXIMATE RIGHT-OF-WAY
- FENCE
- EX. WATERMAIN
- EX. SANITARY SEWER
- EX. STORM SEWER
- EX. BIT. SURFACE
- EX. CONC. SURFACE



**BENCHMARK ENGINEERING INC.**  
SURVEYORS • CIVIL ENGINEERS  
907 E. LAKE ST.  
HARBOR SPRINGS, MICHIGAN 49740  
PHONE (231) 526-2119 FAX (231) 526-7257  
benchmark607@gmail.com

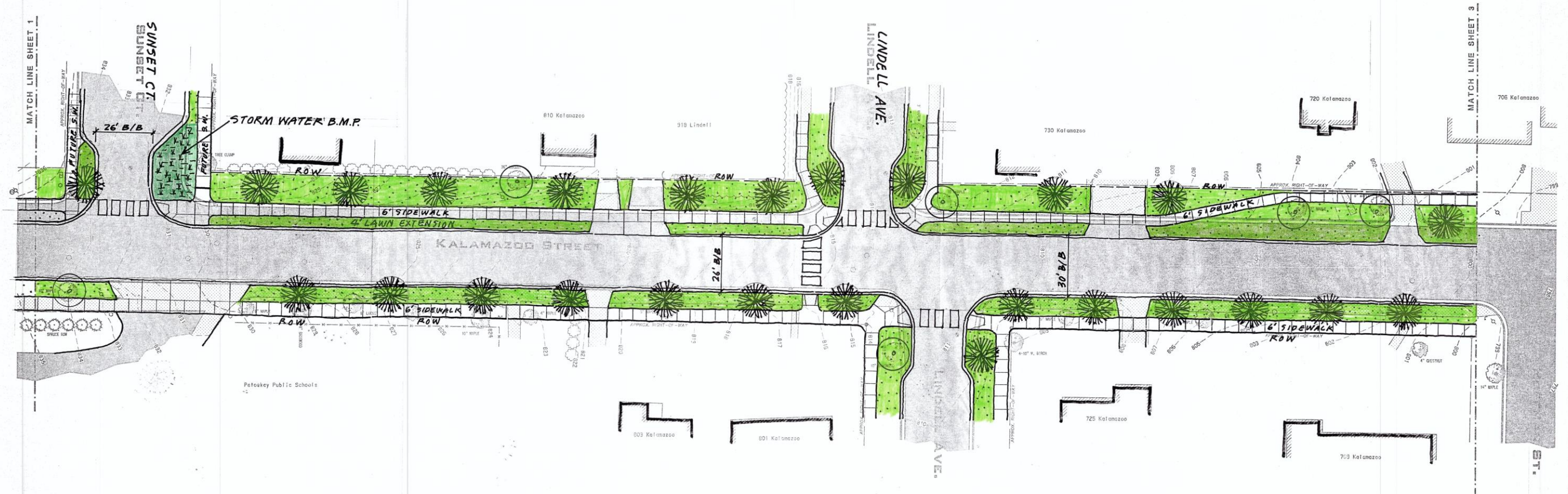
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Project Mgr.: B. NOLAN	FEB. 7, 2019
Drawn By: B. NOLAN	
Field By: WINTER-WILSON	
CAD File: TOPO 18-234.Gxd	
Job #: 18-234	
Sheet #: 1 of 4	

**TOPOGRAPHIC SURVEY**  
Kalamazoo Street (East Mitchell to Jennings) **1**





City of Petoskey  
**TOPOGRAPHIC SURVEY**  
Kalamazoo Street - East Mitchell to Jennings  
CITY OF PETOSKEY, EMMET COUNTY, MICHIGAN



- LEGEND:**
- HYDRANT
  - WATER VALVE
  - CATCH BASIN
  - MANHOLE
  - ELECTRIC PEDESTAL
  - TELEPHONE PEDESTAL
  - CABLE TV PEDESTAL
  - FOUND SURVEY IRON
  - FOUND CONC. MONUMENT
  - WATER CURBSTOP
  - HYDRANT
  - FLUSH UTILITY BOX
  - LAMP
  - BUSH
  - SIGN
  - UTILITY POLE w/ GUY
  - APPROXIMATE RIGHT-OF-WAY
  - FENCE
  - EX. WATERMAIN
  - EX. SANITARY SEWER
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  - EX. BIT, SURFACE
  - EX. CONC. SURFACE



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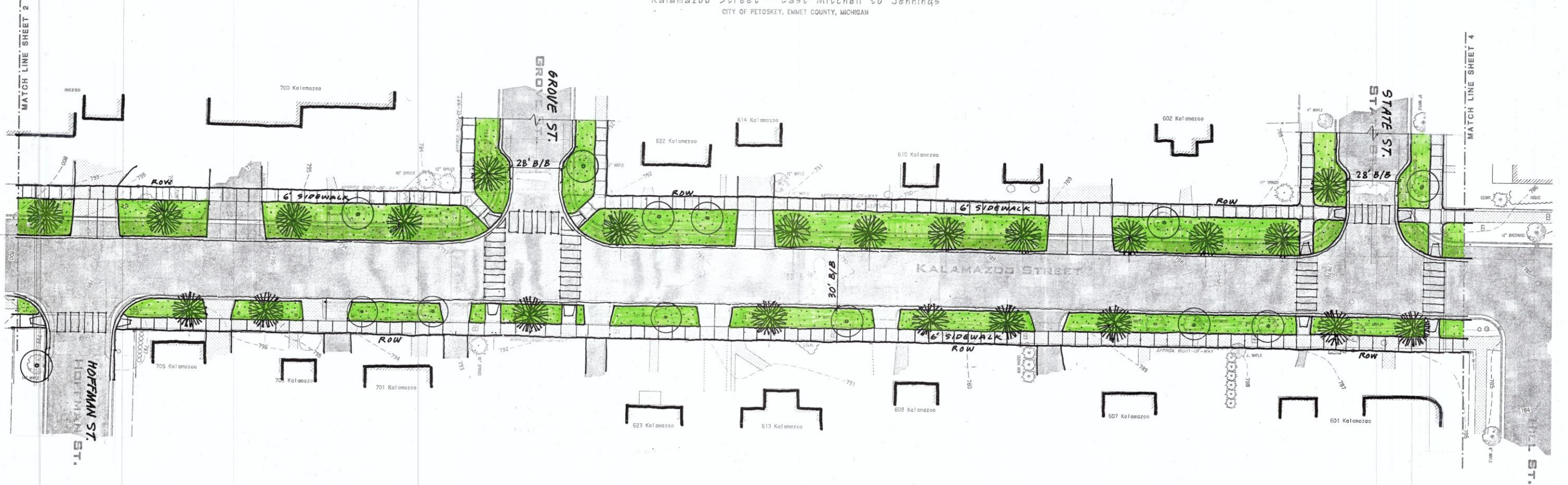
Client: CITY OF PETOSKEY	Date: (revisions) by
Project Mgr.: D. NOLAN	JAN. 22, 2013
Drawn By: G. NOLAN	
Field By: WINTER-WILSON	
CAD File: TOPO 18-234.Gxd	
Job #: 18-234	
Sheet #: 2 of 4	

**TOPOGRAPHIC SURVEY**  
Kalamazoo Street (East Mitchell to Jennings)





City of Petoskey  
**TOPOGRAPHIC SURVEY**  
Kalamazoo Street - East Mitchell to Jennings  
CITY OF PETOSKEY, EMMET COUNTY, MICHIGAN



- LEGEND:**
- HYDRANT
  - WATER VALVE
  - CATCH BASIN
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  - FENCE
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  - EX. SANITARY SEWER
  - EX. STORM SEWER
  - EX. BIT. SURFACE
  - EX. CONC. SURFACE



Client: CITY OF PETOSKEY  
Project Mgr: B. NOLAN  
Drawn By: B. NOLAN  
Field By: WINTER-WILSON  
CAD File: TOPO 18-234.Gxd  
Job #: 18-234  
Sheet #: 3 of 4

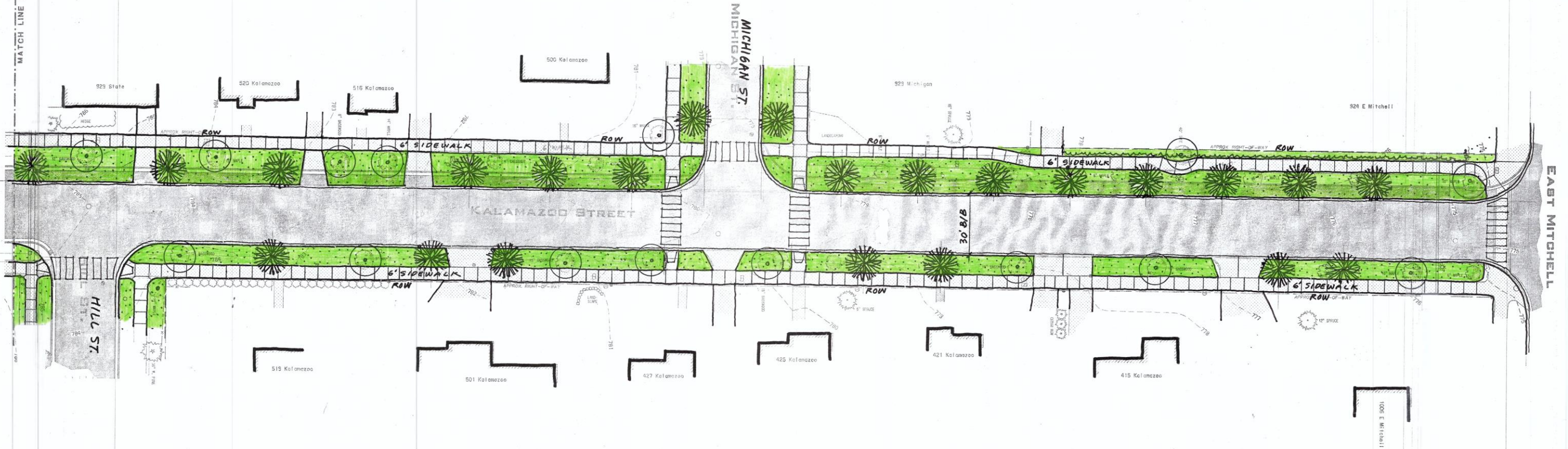
Date: (revisions)	by
JAN, 22, 2019	





City of Petoskey  
**TOPOGRAPHIC SURVEY**  
Kalamazoo Street - East Mitchell to Jennings  
CITY OF PETOSKEY, EMMET COUNTY, MICHIGAN

MATCH LINE SHEET 3



**LEGEND:**

- HYDRANT
- WATER VALVE
- CATCH BASIN
- MANHOLE
- ELECTRIC PEDESTAL
- TELEPHONE PEDESTAL
- CABLE TV PEDESTAL
- FOUND SURVEY IRON
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- EX. STORM SEWER
- EX. BIT. SURFACE
- EX. CONC. SURFACE



**CAUTION!**  
GAS MAIN & FIBER OPTIC PRESENT  
(LOCATION SHOWN IS APPROXIMATE)

**BENCHMARK ENGINEERING INC.**  
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PHONE (231) 526-2100 FAX (231) 526-7257  
benchmark607@gmail.com

Client: CITY OF PETOSKEY  
Project Mgr.: B. NOLAN  
Drawn By: B. NOLAN  
Field By: WINTER-WILSON  
CAD File: TOPO 18-234.Gxd  
Job #: 18-234  
Sheet #: 4 of 4

Date: (revises)

**TOPOGRAPHIC SURVEY**  
Kalamazoo Street (East Mitchell to Jennings)



## PLANNING COMMISSION

October 17, 2019

A regular Planning Commission meeting was held in the City Hall Council Chambers, Petoskey, Michigan, on Thursday, October 17, 2019. Roll was called at 7:00 P.M. and the following were:

Present: Emily Meyerson, Chairperson  
Betony Braddock  
Dean Burns  
Bob Kronberg  
Chad McDonald  
Rick Neumann  
Ted Pall  
Cynthia Robson  
Eric Yetter

Staff: Amy Tweeten, City Planner  
Rob Straebel, City Manager  
Michael Robbins, Director of Public Works  
Lisa Denoyer, Administrative Assistant

Upon motion made by Commissioner Pall and supported by Commissioner Burns, the minutes of the September 19, 2019 meeting were approved with correction, 9-0.

### **Public Hearing on Amendments to Sections 702(3) and 1909 of the Zoning Ordinance**

Staff read aloud the following proposed language changes:

#### **Section 702(3)**

Boarding houses when located on a parcel of land not less than 7,200 square feet in area. Occupancy shall not exceed six (6) persons per structure subject further to annual city licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.

#### **Section 1909**

Any approval given by the planning commission, under which premises are not used or construction has not started within eighteen (18) months, or when such use or work has been abandoned for a period of eighteen (18) months from the meeting date when approved, shall lapse and cease to be in effect and submittal of a new application and fee will be required.

The proposed language includes changes to the boarding house regulations in Section 702(3) that removes the reference to the number of bathrooms required and an increase from six months to 18 months for the amount of time a site plan would be valid for in Section 1909.



Commissioner Robson asked how many restrooms would be required for six occupants and if there were any international code standards.

Commissioner Neumann responded that ideally there would be a couple of bathrooms but it would depend on the occupant's schedules.

Commissioner Braddock commented that typically the occupants of workforce housing have different schedules.

At this time, the meeting was opened for public comment.

There being no comments the public hearing was closed.

At this time, Commissioner Neumann made a motion, with support from Commissioner Burns, to recommend approval of the amendments to City Council. Motion carried 9-0.

### **Review of the Kalamazoo Avenue Reconstruction Project in the 2020 Capital Budget**

Staff reviewed the proposed changes included in the full ½ mile reconstruction of Kalamazoo Avenue from Jennings to East Mitchell. The reconstruction project includes new water, sanitary and storm water infrastructure, as well as electric and other wires to be placed underground, which reduces outages, improves the visual appearance and allows for improved tree canopies. The entrance to Sunset Court will be narrowed to improve pedestrian crossing; and a green infrastructure project will be designed to capture and filter storm water before it enters the City storm water system, as suggested by the Planning Commission. Reducing roadway width and increasing green lawns will decrease street pavement area a minimum of 12,000 square feet. Kalamazoo and Jennings are identified as priority streets for sidewalk construction in the Non-motorized Facilities Plan. Reducing the street width from 37-feet to 30-feet will allow for on-street parking and sidewalks on both sides of the street. Kalamazoo, between Spruce and Lindell Avenue, will be narrowed to 26-feet to further slow traffic, prevent on-street parking or stopping across from Ottawa School, and to shorten the distance for pedestrian crossing. An open house was held and the Planning Commission was provided with public comments and a design by Hal Taylor.

Staff informed the Commission that their review of the construction project is to ensure it is compatible with the City Master Plan. Staff believes the proposed roadway design accomplishes numerous goals, objectives and strategies, including:

1. Consider the needs of pedestrians and bicyclists in all roadway improvement projects, including roadway surfaces, safe intersection design, roadway width and sidewalks;
2. Continue to implement the Little Traverse Bay Watershed Protection Plan; and
3. Maintain and enhance neighborhood tree canopies and streetscapes.

Commissioner Pall stated that he noticed the proposed sidewalks are six feet wide and asked if that was correct. He also asked if there was any speed data on Kalamazoo Avenue.

Staff responded that the standard width of city sidewalks is six feet and that a double tube system was used to record speeds and the 85<sup>th</sup> percentile of speeds were at or below 31 mph.

Commissioner Kronberg voiced concerns with parallel parking at The Corner Grocer on Kalamazoo and stated that he would prefer less on-street parking given the high volume of pedestrian traffic. He then asked if the section of street in front of Ottawa School would be no parking.

Chairperson Meyerson responded that there would be on-street parking on both sides of the street except for the 26-foot wide area of Kalamazoo between Spruce and Lindell.

Commissioner Kronberg then asked if any feedback had been received from the school regarding parent drop-off.

Staff responded that there had not been any discussions with the school regarding parent drop-off. Commissioner Kronberg encouraged staff to ask the school for help in order to make it safer for the children.

Commissioner Braddock asked about the width of Emmet Street.

Michael Robbins, Director of Public Works, responded that he believed it was around 37-feet wide, but could not say for certain.

Staff responded that Jennings Avenue is 37-feet wide.

Commissioner Braddock commented that in front of their store, Tom and Dick's, on Emmet Street there are nine parallel parking spaces on the east side and seven on the west side. They do not have any issues with vehicles parallel parking.

Commissioner Yetter asked if there were any other 30-foot streets in town to which Mr. Robbins responded that Atkins Street and Arlington Avenue are the closest at 28-feet wide and then West Lake Street at 26-feet wide. Commissioner Yetter then commented that Atkins Street has parking down both sides.

Mr. Robbins then replied that the narrowing of the street has a calming effect and two feet was added to Kalamazoo Avenue due to the availability of space and the average daily traffic count.

Comments were heard from the audience stating that Tom and Dick's has a parking lot and it is not the same as The Corner Grocer and that Kalamazoo had a higher traffic count than Emmet Street.

Staff commented that Mitchell Street has the highest traffic count with the average daily traffic count between 7,000 and 8,000. Sheridan Street and Emmet Street are close to 5,000 average daily count and Kalamazoo Avenue is just under 3,000.

Commissioner Yetter stated that he wondered what effect the ongoing road construction has had on the traffic counts. Staff responded that they had not done traffic counts this year for that very reason.

Commissioner Yetter asked if lights had been noted on the drawings to which Mr. Robbins responded that they had not but shoebox lighting had been installed at the north end of Kalamazoo as well as on Mitchell and Grove Streets where underground utilities have been laid.

At this time, the meeting was opened for public comment.

Hal Taylor, owner of The Corner Grocer, 1045 Kalamazoo Avenue, stated that he is excited about the improvements that are to come, as it will increase property values and thanked the Commissioners for what they do. He stated that with 21 years of experience with the Kalamazoo/Jennings intersection he is knowledgeable as to how people ingress and egress from his property. In 65 years, there have never been any pedestrian incidents. This site is unique in that vehicles are able to pull in and back up without entering Kalamazoo Avenue. The current parking lot set up allows people who are not comfortable with backing out of Kalamazoo or Jennings streets to exit safely. He agreed that the average speed during busy after school hours is not over 31 mph because it is so busy and the traffic is continuous. He believes parallel parking will cause a problem and believes his proposed plan allows a safe path to

school and enhances what they are already doing. He has concerns for people getting to his door during the winter months. He is very proud of the activity level of Corner Scoops. The enhancements he has made of the paved area and the layout allows a way to egress the property. He hopes the Commission will consider how all accesses to his property have made for safe access for pedestrians and vehicles.

Tim Taylor, stated that he believes parallel parking in front of The Corner Grocer is just going to force people to park up the block towards the school. Customers like being able to pull in and back out and he does not want to see parking mess up the business. With parallel parking, vehicles will not be able to back up. Direct parking on the left side of the building will not allow vehicles to back up and very seldom does anyone walk by.

Jim Helmer, 905 Spruce Street, has lived in Petoskey since 1979 and is only a block away from The Corner Grocer. He stated that perpendicular parking seems like a better option as there is always a bottleneck at the intersection when school starts and lets out. He believes Hal is a valuable member of the community and is very knowledgeable of this area.

Margaret Young, 1112 Hill Street, stated that between 8:00 A.M. and 8:30 A.M. she has never seen a child walking in front of the store but rather getting out of cars to go into the store. With the proposed parallel parking getting out on the street will be an issue.

Fred Hoffman, owner of 1103 Jennings Avenue, stated that if a sidewalk were placed on the south side of the store, part would be in city property and part would be on private property. With the angle of the roof on the store, moisture would drip on the sidewalk and cause issues. He suggested placing the sidewalk straight on Jennings Avenue.

Sarah Koetje, 912 Spruce Street, voiced concerns about narrowing the street and asked how it would solve the issue of almost 3,000 vehicles traveling through each day. Her children cross the street with her every day and at least 15 cars will pass without stopping to allow them to cross. She does not believe parallel parking is a good idea. Ottawa parking lot access from Klondike to Kalamazoo is a huge bottleneck and people have to use on-street parking. Currently busses have about five feet of space before hitting the curb and she is concerned with how they will exit the bus loop if the street is narrowed. She personally would not like parallel parking on her side yard.

Justin Koetje, 912 Spruce Street, stated that he can see how narrowing the street will help slow traffic but has concerns about where traffic will be diverted to as Spruce and Sunset Court are already overwhelmed with idle cars and vehicles that cannot exit due to the amount of traffic backed up on Kalamazoo. His children walk to The Corner Grocer every other day and it is safe for them to walk. The current design may not be perfect but it is not broken and it allows kids to cross safely.

Bill Fraser, 803 Kalamazoo Avenue, stated that he supports the project and is thrilled to see it begin. Kalamazoo Avenue, over the last six to eight years, has been the de facto detour due to road construction. He stated that he takes exception to the speed information as he has driven 25 mph and been passed. Anything to calm the speed is entirely welcome.

Bill Meyer, 4679 Greenwood Road, stated that he is in The Corner Grocer two to three times per day and he believes it would be silly to parallel park there, as it is too busy and will not work. The current pass through onto Jennings or Kalamazoo allows minimal backing up to pull out. The pass through has been there for 60 plus years and there have never been any complaints. Children use the path along the building or up Kalamazoo to pass through by Corner Scoops. Don't mess it up.

Becky Carpenter, 1214 East Mitchell Street, has concerns about the narrowing of the street and how it will affect bicyclists and snow build up. The reason people park across from Ottawa School is because of inadequate parking. She would like to see room made for bikes and input from the school.

Bobbie Liegl, sister to Hal Taylor, agreed with Ms. Carpenter's comment regarding bikes and commented that while she understands the reason for narrowing the street she has concerns because the closer the cars are the harder it is to see children if they step out. She also voiced concerns about passage for emergency vehicles and suggested contacting the hospital about issues that could be created by narrowing the street. She would like to see wider areas for emergency vehicles and bicycles.

Jennifer Schafer, Molosky & Co., 2001 M-119, stated that she is here to help Mr. Taylor and assist him in working together to help everyone. She believes more information would benefit the community and suggested a round table event. The Jennings and Kalamazoo corner is unique and historic and she believes more information and brainstorming is needed. Mr. Taylor would like to preserve what is there. It has worked for over 60 years. Mr. Taylor has put a lot of effort into his proposed drawing that addresses many concerns. Ms. Schafer asked the Commission to look at where people are already walking and dovetail that with Mr. Taylor's concept to make the area walkable and to take more time to receive input on what really does work.

Staff informed the Commission that while she personally had not received any input from the school that the Safer Routes Committee met in 2015 and was comprised of Ottawa School, Montessori School, the Health Department, Department of Public Safety and Bear Creek Township at which time this was discussed.

Ms. Liegl responded that they did not see this plan.

Chairperson Meyerson responded that there was an open house held at City Hall last Wednesday for public review and comment.

Steve Cross, 911 Jennings Avenue, stated that he has lived here for eight years and at 914 Jennings Avenue for 14 years prior and he is very familiar with the Jennings/Kalamazoo intersection. He was unable to attend the open house because it is a very busy time of year with children in sports. Slowing traffic is very important and he has never once been worried about his children walking to The Corner Grocer because it is safe. He does not want the sidewalk and would like the Commission to take a minute to pause and take extra time to review the proposed changes. If it isn't broke, don't fix it.

Ms. Koetje stated that she is grateful for the signage that the City has ordered and will be installing and asked if there was any way to get a crossing guard, as she believes that in itself would slow traffic.

Mr. Koetje stated that he believed enforcement would be beneficial. Standish Avenue is heavily enforced and he believes this would help on Kalamazoo as well. Narrowing the street is fine but he believes enforcement is key in addressing pedestrian concerns.

Mr. Tim Taylor stated that he believed parking a patrol car for one hour with its lights on would be helpful.

Ms. Young stated that she was almost run over on Hill Street by a bicyclist using the sidewalk. If the street is narrowed, she believes bicyclists will use the sidewalks instead of the street.

At this time, the meeting was closed for public comment.

Chairperson Meyerson stated that city dollars are going to beautify and make the city safe and it is the Commission's job to recommend to City Council to approve or deny the project or make recommendations to staff.

Commissioner Yetter stated that this is a very large and complex project and he really likes 90% or more of the proposal. Sidewalks on both sides of the street promote walking. He is hearing concerns

about the width of street and traffic flow, The Corner Grocer discussion, the need for slower speeds and issues with parallel parking and he believes many of these issues are anecdotal. He stated that the Planning Commission spent more time on fences than on this plan and he believes they would get after this in smaller portions and he would like to do just that. He appreciates the public comments and asked what the effect of a 30-foot wide Kalamazoo Street would have on traffic flow and on-street parking. He commented that in the winter when snow piles up, he is not one to squeeze through traffic but the person behind him does not know that he stops. Narrowing the street does slow traffic but he wondered about limiting on-street parking or only allowing it on one side of the street.

Chairperson Meyerson stated that there are no issues on the south end of Kalamazoo where the street is 28-feet wide with sidewalks on both sides of the street.

Commissioner Kronberg stated that there is not near the pedestrian traffic in that area and asked if bicycles could get through with parallel parking and if the Kalamazoo/Jennings corner could be separated out for discussion.

Commissioner Pall stated that he is concerned with the street width as it is difficult for two lanes of traffic to pass by on-street parking on one side of a 27-foot wide street. Snow in the winter months will make it even worse. He believes parking should be allowed on one side, not both. Stops are clear but shooting the gap is not. Cars are not watching for kids or bicyclists and in the morning 30 to 40 cars are double-parked by the school for drop off and that is problematic. Slower traffic is not the solution. The bus radius is an issue. As busses drive out of the loop, they are directed towards Mitchell Street but they all turn left towards Jennings and there is a two-foot space to the curb. He also voiced concerns about people walking in the road during the winter months and commented that while the sidewalks are plowed it is still hard to get everywhere.

Chairperson Meyerson asked staff if they had looked at the bus radius and commented that with the configuration of two-way traffic that parking could be placed on the east side of the street and a bike lane on the west side.

Mr. Robbins responded that they had not yet looked into it but Beckett and Raeder would be.

Commissioner Yetter commented that he believes the sidewalks will be heavily used and welcome and that some intersections like Sunset Court and Hill Street have already been greatly improved.

Commissioner Braddock commented that she agrees with parking on both sides of the street but she also agrees with Commissioner Pall and suggested that the Commission take time to look at it.

Commissioner Kronberg stated that he likes the idea of a bike lane on the west side and parking on the east side by the school. He lives on Grove Street, near Central Elementary School, and there is only room for one vehicle to drive through even though there should be room for two. He would rather pedestrians have the right-of-way on sidewalks and the current plan would drive bikes to the sidewalk. He has come to appreciate bump-outs and while some are shallow, blind spots are created for parked cars pulling out. He then asked if the sidewalk that abuts Lindell could be moved back.

Commissioner Robson asked what the rule is for parking near a corner to which staff responded that the rule is 20-feet from the corner.

Commissioner Neumann commented that he likes the 30-foot wide street and feels the south end of Kalamazoo narrowed to 28-feet is a bit tight. He would like to accommodate bicycles and believes riders need to be better educated. Parallel parking on the east side of the street would be okay but the additional space is available on the west side so the green lawn would need to be eliminated on the east side and he would prefer to eliminate parking on the west side.

Staff asked if the Commission wants a sidewalk and bike lane on the west side and informed them that they may not get both due to the slope of the land that would require significant retaining walls.

Commissioner Robson commented that the school has sent notes home and had discussions with parents about student drop off on the west side of Kalamazoo but it's still used as a drop off site. Decreasing the width to 26-feet in this section would discourage drop off and parking on the west side of Kalamazoo. She would like the sidewalk on the west side of the street and asked how the 30-foot width came to be. She believes the reduction of pavement by 12,000 square feet is a very positive decision.

Staff responded that the street was to be narrowed to 28-feet but they added an extra two feet because of the amount of traffic.

Commissioner Burns asked for clarification on the rule of bikes on sidewalks to which staff responded that she believed that non-motorized vehicles on sidewalks is only prohibited downtown.

Commissioner Robson stated that the Top of Michigan Trails Council has a wonderful education program for bicycling.

Commissioner MacDonald stated that he believes more discussion is needed on the Commission's part and recommended tabling discussion.

Commissioner Burns commented that he believes a 30-foot wide street is fine, parking on one side of the street is practical and that parallel parking by The Corner Grocer should be eliminated.

Chairperson Meyerson stated that the Commission could give input to City Council but she believes more time is needed to give the right direction to staff.

Staff reminded the Commission that they needed to make sure that the project was consistent with the master plan.

Commissioner Pall stated he believes the width issue is one of speed. Approximately 80% of speeders will slow down when speed indicators are installed. He believes signs work and the school area is under marked. He also believes a 30-foot wide street with parking on one side is doable and he would like to see parking on the school side.

Commissioner Meyerson stated that she believes a 30-foot wide street is okay up to Lindell and she would like to see what it would look like with parking on both sides with sidewalks and a bike lane. A meeting needs to be held with the schools to discuss the bus loop and enforcement. She is not comfortable saying the width is okay without discussion with the schools.

Commissioner Neumann stated that the sidewalk on the west side of the street would need to be moved out to accommodate the slope and maybe the green lawn could be narrowed to accommodate as well, but not so narrow that it could not be maintained.

Commissioner Kronberg stated that it was tried on Jennings and within 10 years the sod was pulled and the area was paved over.

Commissioner Yetter commented that there are so many intersections and asked the folks from Spruce Street what they do not appreciate about the plan and how walking habits might change.

Mr. Koetje responded that the sidewalk addition would not change their walking route at all. People stop at Hill Street by accident with the signage there and that is what they have asked for. Kids funnel

to Spruce Street to cross at Spruce and Kalamazoo. Spruce to Jennings has no foot traffic because there is no sidewalk and he believes that no one will go beyond Jennings to cross.

Chairperson Meyerson commented that The Corner Grocer is a difficult area and the plan does not seem feasible. However, at the same time there is a pedestrian safety issue and sidewalks on both sides of the street is great. The Commission has heard a lot of input but they need to think about the master plan and how to meet all of the goals. She believes it would be best to separate Jennings and Kalamazoo as she agrees with many of the public comments. Parallel parking has its issues and needs to be reworked at the corner.

Commissioner Braddock stated that everyone keeps comparing this to Emmet Street and Tom and Dick's has not heard any complaints about parallel parking in front of the store. Customers do not usually use the side parking lot or the perpendicular parking on Washington. .

Commissioner Kronberg commented that there are not any bump-outs on Emmet and Washington, to which Mr. Robbins responded that there is a four-foot bump out.

Commissioner Kronberg stated that he is very familiar with the area around The Corner Grocer and asked if the sidewalk could go on private property as proposed by Mr. Taylor. He then asked if the City could end the sidewalk where the property owner starts theirs.

Staff responded that if the property owner wants a sidewalk on private property they could place one there.

Commissioner Yetter commented that if The Corner Grocer were to ever leave the new property owner could remove their section of sidewalk and then the City's sidewalk does not go anywhere.

Commissioner Pall stated that, in the economic section of the master plan, one of the goals is to preserve businesses. There has always been the ability to drive up at this location and the safety record is hard to argue. He urged the Commission to think of a business with major curb cuts and the concessions that have been made.

Commissioner Neumann agreed that the layout has been that way for decades.

Commissioner Yetter asked if the proposed parking would allow for ingress and egress of both drives and if there was room to park in front of the store in the second proposal.

Mr. Robbins responded that Beckett and Raeder have looked at the parking lot and a circle drive will work. In order to maximize parallel parking in front of the store they moved the north drive over as far as possible to maximize the site for the future.

Ms. Schafer commented that the City's proposal cuts off access to existing parking. They are asking that it stay the same. They are okay with the sidewalk running straight, as it is more feasible and safe with perpendicular parking. She asked how Mr. Taylor was to pay for the proposed changes to his property.

Mr. Taylor commented that the proposed changes to the side parking lot would take away Corner Scoops park area.

Commissioner Pall commented that the look was not bad but wondered about the cost.

Commissioner Robson asked if there were any grant options. Mr. Robbins responded that there were no grants available for private property.

Staff commented that the proposal was a tool to create a conversation about what could be.

Commissioner Pall asked how problematic it would be if Jennings did not open up but Kalamazoo did. Mr. Taylor commented that ingress and egress has worked. Amy what does he mean by open up? Is he referring to making the pass through one way from Jennings to Kalamazoo?

Rob Straebel, City Manager, commented that Public Safety has issues with vehicles cutting across the corner.

Commissioner Neumann commented that the proposed space in front of The Corner Grocer could be used as a pedestrian area and the space in the back creates outdoor space or outdoor dining space.

Ms. Leigl commented that the measurements in the proposed plan are for four very small vehicles, not four trucks.

Commissioner Pall commented that Mr. Taylor has a photo from winter that shows a large vehicle with a large trailer and a delivery truck.

Mr. Taylor commented that this area allows for large delivery trucks to park off the street.

Chairperson Meyerson stated that she believes there is a way on Jennings Ave to flip-flop by putting the sidewalk on private property and parking on city property. She asked if this option could be looked at along with closing off the Jennings pass through.

Ms. Schaefer stated that they were very agreeable to look at that option and asked if there was a method or process that would allow more interaction with the neighborhood and the Planning Commission.

Chairperson Meyerson stated that this is not a typical scenario.

Commissioner Pall stated that Mr. Taylor is a great person but he will not be there eternally and he believes the City retains the right to change it in the future.

Ms. Schaefer stated that they were very agreeable on that.

Mr. Straebel stated that something could be written up to that effect and that he believes there is a solution out there.

Chairperson Meyerson asked if a meeting could be held with staff, the property owner, no more than four Planning Commission members, so as not to form a quorum, and Beckett and Raeder.

Staff confirmed that the Commission would like to modify the Kalamazoo Avenue design to 30-feet in width the entire length, add a bike lane on the west side with no parking signs and allow parking on the east side only. They would also like to form a sub-committee of four to meet with City staff, the property owner and his attorney to discuss options for the Kalamazoo/Jennings intersection.

Mr. Straebel commented that the project will be going out for bid in December and will need to go to City Council for discussion prior to going out for bid.

Commissioner Yetter asked if the direction was potential reconfiguration with parking on both sides and the left turn lane removed from Kalamazoo onto Hill Street. Staff responded that he was correct.

Commissioner Burns recommended signage for pedestrians at crosswalks.



At this time, Commissioner Pall made a motion, with support from Commissioner Braddock, to postpone action until a sub-committee could be formed to meet with staff and Mr. Taylor regarding possible changes to the Kalamazoo Avenue/Jennings Avenue intersection. Motion carried 9-0.

### **Review and Approval of Sunset Park Improvements in the 2020 Capital Budget**

Staff informed the Commission that the proposed improvements for Sunset Park include improved sidewalk accessibility to the park, a seat wall and an overlook and believes the proposed roadway design accomplishes numerous goals, objectives and strategies, including:

1. Continue maintenance and installation of non-motorized facilities;
2. Implement the City Parks and Recreation Master Plan; updating every five years; and
3. Promote the development of a transportation network that provides facilities for residents of all ages and abilities.

The Commission shall review the location, character and extent of the project for its consistency with the Master Plan and submit its reasons for approval or disapproval to City Council.

Commissioners commented on the need for handicap accessibility, the unrestricted view that would be provided by the viewing platform and whether or not bids could be received with or without the view platform.

Public comment was made asking what the point of having a viewing platform was if the park itself is a viewing area.

Chairperson Meyerson commented that the viewing platform would provide unrestricted views towards the State Park and that views from the park are restricted by trees and the fence.

Staff informed the Commission that TIF District Funds and/or grant money would be used to fund this project.

At this time, Commissioner Pall made a motion, with support from Commissioner Robson, to approve the park improvements on the basis that it is consistent with the master plan. Motion carried 9-0.

### **Discussion on Possible Amendments to the B-3A Resort Commercial Zoning District**

Due to the late hour, Commissioner Burns made a motion, with support from Commissioner Kronberg, to table discussion until their next regular meeting. Motion carried 9-0.

### **Updates**

Staff recommended tabling discussion on recently attended educational sessions and informed the Commission that they may have an upcoming zoning amendment for installation of small cell regulations on private property.

Chairperson Meyerson asked if the Commission could be educated on small cell installation.

Commissioners discussed putting the November 7<sup>th</sup> master plan meeting on hold and have staff attend both November meetings to discuss the Kalamazoo Avenue reconstruction project.

The meeting then adjourned at 9:35 P.M.

Minutes reviewed and approved by Cynthia Linn Robson, Secretary.

DRAFT

## **MINUTES**

Planning Commission Sub-Committee  
Kalamazoo Ave

Monday, October 28, 2019

Present: Emily Meyerson, Planning Commission Chairperson  
Dean Burns  
Chad McDonald  
Cynthia Robson

Rob Straebel, City Manager  
Michael Robbins, Director of Public Works  
Jason Fate, Construction Supervisor  
Lisa Denoyer, Administrative Assistant

Hal Taylor, 1045 Kalamazoo Avenue  
Jennifer Schafer, Molosky & Co.  
Resident of Vantage View

Emily Meyerson informed the sub-committee that City staff had a new drawing for the Kalamazoo/Jennings intersection created that incorporated feedback from the October 17, 2019 Planning Commission meeting. The updated drawing was reviewed and discussion was held on the removal of parallel parking on the south side of The Corner Grocer, 12-foot wide travel lanes, ingress and egress of The Corner Grocer, safety concerns, and snow removal.

Jennifer Schafer, Molosky & Co. and legal counsel for Mr. Taylor, stated that she and her client believed that overall, the plan is excellent and they appreciate the changes that have been made. They will however have to go on public record stating they have safety concerns with the closure of the pass-through on the corner of the property, as they believe it creates another safety issue if cars have to back out of the parking lot.

The sub-committee then discussed street widths with staff and agreed that the originally proposed street widths (30 feet for the majority, but 26 feet between Spruce and Lindell) were acceptable.

The consensus of the sub-committee was to recommend to the Planning Commission, at their November 7, 2019 meeting, that they make a recommendation to City Council to approve the latest drawing of the Kalamazoo/Jennings intersection and the original street widths as presented.



## PLANNING COMMISSION

November 7, 2019

A special Planning Commission meeting was held in the City Hall Community Room, Petoskey, Michigan, on Thursday, November 7, 2019. Roll was called at 7:00 P.M. and the following were:

Present: Emily Meyerson, Chairperson  
Betony Braddock  
Dean Burns  
Bob Kronberg  
Rick Neumann  
Ted Pall  
Eric Yetter

Absent: Cynthia Linn Robson  
Chad McDonald

Staff: Rob Straebel, City Manager  
Mike Robbins, Director of Public Works  
Amy Tweeten, City Planner

Upon motion and support, the minutes of the October 3, 2019 meeting were approved.

### **Review/approval of the Kalamazoo Avenue reconstruction project**

Staff gave an overview of the revised design and reasons that staff continued to recommend the 26 feet width between Spruce and Lindell as detailed in the agenda memo. Chairperson Meyerson then summarized the sub-committee discussion of the revised corner design, and noted that while it didn't completely meet everyone's needs, that it was agreed upon as a compromise solution.

Commissioners asked about the distance from the Kalamazoo property line to the Corner Grocer building wall and commented on concerns about the 26 feet width with the amount of school traffic.

Public Works Director Robbins detailed his observation of the area and discussion with the school district, Johnson Busses and bus drivers who indicated parked cars on the east side can be problematic when they encroach on the entry and exit to the drive. Staff reviewed videos and images of streets with 25 feet and 28 feet widths.

Commissioner Meyerson noted that the narrowing is effective traffic calming and had been recommended by the sub-committee in addition to the revision to the area around the Corner Grocer. She then opened the meeting to public comment.

Tim Taylor asked how winter parking would be handled if parking were only allowed on one side and Mr. Robbins replied that signing and enforcement would be discussed with the Department of Public Safety.

Commissioner Kronberg then made a motion, with support from Commissioner Burns, to approve the plan as presented, with the west side posted “no parking” due to the finding that it met the goals, objectives and strategies of the City Master Plan and Non-motorized Facilities Plan as outlined in the Agenda Memo dated October 30, 2019; Motion carried 7-0.

### **Discussion of Climate Resiliency Actions**

Based on the recommended actions in the Tip of the Mitt Watershed Council Resiliency Plan for Governments in the Little Traverse Bay Watershed, the Commission discussed strategies to include in the Master Plan. Commissioners felt it may not be necessary to mandate complete streets, but it would be good to have an overall plan detailing specific street improvements for non-motorized users and green infrastructure; that native species and green infrastructure should be requirements in site plan review; that discussion of native species needs to address climate-adaptable species; that there is a need to balance the groomed aesthetic that is Petoskey with native species that have a more wild and un-kept look; that there could be a way to create incentives for installing green roofs such as a portion of a building being allowed to be taller; that the City needs to do an education campaign to residents about invasive species – what to look for and who to contact; that a plan recommendation could be to look into changing how lot coverage is calculated to include all impervious areas; that there should be a greater water-front setback; that there should be a requirement for a vegetative buffer to be added to the land-side of hardened shorelines; that adding native plants and creating a tree nursery on City parkland should be a recommended action.

Commissioner Pall provided information on a coastal resiliency training he had attended, noting that while there are impacts occurring due to climate change, it is unclear what they will be.

### **Updates**

Staff gave an update on the Livable Petoskey pop-up meetings and there was discussion on locations for additional sessions, including the college, Friendship Center, and hospital cafeteria. Staff has also reached out to the high school government class teacher to hold something with the students.

Staff updated the Commission on likely items for the regular November meeting, including a request for an amendment to the Crestview Commons free-standing sign and a request to rezone the Family Video property.

The meeting was then adjourned at 9:03 P.M.

Minutes reviewed and approved by Emily Meyerson, Chairperson



**BOARD:** City Council

**MEETING DATE:** November 18, 2019

**DATE PREPARED:** November 14, 2019

**AGENDA SUBJECT:** Discussion/direction on adding 502 Michigan Street (Parr Baptist Church) as a priority redevelopment site

**RECOMMENDATION:** That City Council discuss and provide direction

**Background** As part of the certification process for Redevelopment Ready Communities, the City was asked to identify at least three sites that it would prioritize for redevelopment incentives should a development come forward that met specified criteria. There were many sites discussed at the Planning Commission level, but the initial three (3) sites recommended were 200 East Lake Street, 900 Emmet Street and the Darling Lot.



While none of these sites have yet been redeveloped, there is another property that has been requested to be added for consideration as a priority site, 502 Michigan Street. A letter of request from Pastor Casey Smith is enclosed.

The property is in the O-S Office Service District which would allow residential and office uses with accessory retail uses. Over the years, staff has received calls about using it for a performing arts center, a residential care and treatment facility, a single family home, shared office space, transitional housing, a daycare facility, among other uses. The 100+ year old building is in need of significant work and covers almost the entire 8,400 square foot lot.

**Discussion** The purpose of identifying priority sites is to focus where potential development incentives may be used to increase a property's taxable value. As a church- or if purchased by a non-profit- no taxes are paid on the property. If the property could be successfully redeveloped, it would become taxable. However, adaptive reuse of historic structures is an expensive endeavor, and the reason why no purchase offer at this property has moved forward. Staff believes that absent assistance of some sort the property will continue to deteriorate.



If Council decided to identify it as a priority site, criteria could be established such as preferred uses, preservation of the structure exterior to the maximum extent possible, etc. The City could certainly work with the current or future property owners on incentives without making it a priority site, but there may be additional pre-development funding available through the Michigan Economic Development Corporation (MEDC) if it is included as an identified site (e.g., design assistance, preliminary environmental investigations).

**Action** Staff is looking for direction whether Council is willing to add this to the list of priority redevelopment sites, and if there are any specific criteria wanted. Staff could then develop a site information sheet that would include possible incentive programs for consideration by Council.

Enclosed are fact sheets on several programs for which this and other priority sites may be eligible.

At  
Enclosures

November 6, 2019

Sirs,

I am the pastor of First Baptist Church of Petoskey. I have pastored here for 22 years, since 1997. About 5 years ago we put our building at 502 Michigan Street up for sale. Since then we have had 4-5 buyers research this building but finally reject it because it would have been too expensive to remodel it and make it a financially sound proposition. You may remember that one wanted to turn it into upscale condos; he could not do it at a profit, so gave up. Another was going to turn it into affordable starter-offices, but he also failed to see how he could renovate and break even. Another was for apartments, I believe, but he analyzed the cost and gave up. This last summer a buyer pulled out just days before finalization for this exact reason.

We were offered a large gift years ago that we decided to use toward a new building because the 502 Michigan building, even if repaired, would not have met our eventual needs. Our new building will be much smaller and maintenance-free, which fits our small membership. At the time of the gift we were wondering what we would do with this building, for we were not capable of maintaining things like the roof, the exterior doors, or even the carpets.

I request, then, that this property be designated a priority redevelopment site so that future buyers may be assisted in refurbishing this building. It is yet a wonderful building, with beautiful stained glass works of art, massive wooden beams, classic auditorium arrangement, unmatched acoustics, "original" lighting, and period doors. One window alone was appraised at \$35,000 in 1999 by a local appraiser. The roof, walls, foundation, all are solid. (Tho the roofing does leak; it is 110 years old.) The boiler seems to have no issues, and the furnaces are only about 12 years old. It would be a shame to allow this building to fall into disrepair. We will not be able to maintain it if we have to maintain ownership.

I fear that no one will be able to afford to renovate this building. I don't know what will happen to it if someone is not able to afford the changes that it will require in the future.

Yours,



Pastor Casey Smith  
First Baptist Church of Petoskey  
231-347-2038 office  
231-330-4630 cell  
Box 867  
502 Michigan Street, Petoskey, Mi



## CORE COMMUNITIES

In June of 2000, the State of Michigan initiated an effort to spur private development in its urban communities and traditional centers of commerce. The incentives, unique to core communities, target critical needs of older communities through new housing development, redevelopment of obsolete facilities and development of contaminated properties.

The core communities designation provides the community with three economic development tools:

### Brownfield Redevelopment Incentives

Core communities have the ability to use brownfield tools not only on contaminated property, but blighted and functionally obsolete sites as well. In addition, the tax increment financing component can pay for demolition, site preparation, public infrastructure and lead and asbestos abatement, as well as environmental remediation.

### Neighborhood Enterprise Zones

This program provides property tax incentives for new home construction and home rehabilitation. For new home construction, instead of the full millage rate, the new home

is taxed at half of the statewide average. For rehabilitation projects, the assessment is frozen at pre-improvement levels. Each of these abatements can be approved for six to 15 years. Land is not abated.

### Obsolete Property Rehabilitation Exemption

Available only in core communities, this incentive is designed to assist in the redevelopment of contaminated, blighted and functionally obsolete properties. The goal is to convert these underutilized buildings into vibrant commercial and/or commercial housing opportunities. The incentive offers the community the ability to freeze local property taxes at the pre-development level for up to 12 years. The developer can also apply to the state treasurer to freeze half of the state education millage for up to six years. Land is not abated.

### CONTACT INFORMATION

For more information on core communities and the unique incentives available in those areas, contact the [Community Assistance Team specialist](#) assigned to your territory or visit [www.miplace.org](http://www.miplace.org).

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## QUALIFIED LOCAL GOVERNMENTAL UNITS

### OBSOLETE PROPERTY REHABILITATION ACT (OPRA) PA 146 OF 2000, AS AMENDED

Section 2(k) of the act gives the qualifications which must be met in order for a local unit to be a qualified local governmental unit. There are separate qualifications for cities, townships and villages.

#### TOWNSHIPS

Benton Charter Twp.  
(Berrien County)  
Bridgeport Twp.  
(Saginaw County)  
Buena Vista Charter Twp.  
(Saginaw County)  
Genesee Twp.  
(Genesee County)  
Leoni Twp. (Jackson County)  
Mt. Morris Charter Twp.  
(Genesee County)  
Redford Charter Twp.  
(Wayne County)  
Royal Oak Charter Twp.  
(Oakland County)

#### VILLAGES

Baldwin  
Lake County

#### CITIES

Adrian  
Albion  
Allegan  
Alma  
Alpena  
Ann Arbor  
Bad Axe  
Bangor  
Battle Creek  
Bay City  
Benton Harbor  
Bessemer  
Big Rapids  
Bronson  
Buchanan  
Burton  
Cadillac  
Caro  
Carson City  
Caspian  
Center Line  
Charlevoix  
Charlotte  
Cheboygan  
Coldwater  
Coleman  
Corunna  
Crystal Falls  
Dearborn  
Dearborn Heights  
Detroit  
Dowagiac

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## MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

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### CITIES *continued*

Durand	Holland	Menominee	Saginaw
East Lansing	Houghton	Midland	St. Ignace
Eastpointe	Howell	Monroe	St. Johns
Ecorse	Inkster	Montrose	St. Joseph
Escanaba	Ionia	Mt. Clemens	St. Louis
Ferndale	Iron Mountain	Mt. Morris	Sandusky
Flint	Iron River	Mt. Pleasant	Sault Ste. Marie
Frankfort	Ironwood	Munising	Southfield
Gaastra	Ishpeming	Muskegon	Standish
Gaylord	Ithaca	Muskegon Hts.	Stanton
Gibraltar	Jackson	Niles	Sturgis
Gladstone	Kalamazoo	Norton Shores	Tawas City
Gladwin	Kingsford	Norway	Taylor
Grand Haven	Lake City	Oak Park	Three Rivers
Grand Rapids	Lansing	Olivet	Trenton
Grayling	Lapeer	Omer	Traverse City
Hamtramck	Lincoln Park	Onaway	Vassar
Harbor Beach	Livonia	Owosso	Wakefield
Harper Woods	Ludington	Petoskey	Warren
Harrison	Madison Heights	Pinconning	Wayne
Harrisville	Manistee	Pontiac	West Branch
Hart	Manistique	Port Huron	White Cloud
Hartford	Marine City	Portage	Whittemore
Hastings	Marquette	Reading	Wyandotte
Hazel Park	Marshall	Reed City	Wyoming
Highland Park	Mason	River Rouge	Ypsilanti
Hillsdale	Melvindale	Rogers City	

### 148 TOTAL QUALIFYING COMMUNITIES

*Adopted by the State Tax Commission on August 23, 2016.*



**BOARD:** City Council

**MEETING DATE:** November 18, 2019

**PREPARED:** November 14, 2019

**AGENDA SUBJECT:** First Reading of an Ordinance to Amend Sections 702(3) and 1909 of the Code of Ordinances, Appendix A – Zoning

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

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**Background** The Planning Commission is recommending two house-keeping amendments to 702(3) Special Condition Uses in the RM-2 District and 1909 Planning Commission Approval.

### **Summary**

#### **Section 702(3)**

The Planning Commission had recommended language changes to City Council for boarding house regulations that established occupancy limits through the number of bathrooms. City Council amended the language to put an occupancy limit of six (6) unrelated persons, which made the language on bathrooms inconsistent. The Planning Commission recommends this language be removed.

Boarding houses when located on a parcel of land not less than 7,200 square feet in area ~~with no less than one full bathroom for up to five occupants and an additional half bathroom provided for each additional two occupants or full bathroom for each additional four occupants.~~ Occupancy shall not exceed six persons per structure subject further to annual city licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.

#### **Section 1909**

Currently, a site plan will expire after 6 months if a building permit has not been issued and construction commenced. The intent is clearly to have work proceed soon after site plan approval, however, there are often issues that arise after site plan approval-such as difficulty getting contractors to bid on the work, and our short construction season- that require many applicants to ask for extensions. Therefore, the Commission is recommending that approvals be granted for 18 months from the date approval is given.

#### *Current language:*

Any approval given by the Planning Commission, under which premises are not used or work is not started within six months or when such use or work has been abandoned for a period of six months, shall lapse and cease to be in effect.

*Proposed language:* Any approval given by the Planning Commission, under which premises are not used or construction has not started within eighteen (18) months, or when such use or work has been abandoned for a period of eighteen (18) months from the meeting date when approved, shall lapse and cease to be in effect and submittal of a new application and fee will be required.

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

at  
Enclosure

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

**AN ORDINANCE TO AMEND APPENDIX A OF THE PETOSKEY CODE OF ORDINANCES, ZONING ORDINANCE ARTICLE VII AND ARTICLE XIX**

THE PETOSKEY CITY COUNCIL ORDAINS:

- 1. Appendix A, Article VII, Section 702 of the Petoskey Code of Ordinances is hereby repealed and replaced by the following:**

Sec. 702. - Principal uses permitted subject to special conditions.

3. Boarding houses when located on a parcel of land not less than 7,200 square feet in area. Occupancy shall not exceed six (6) persons per structure subject further to annual city licensing application for inspection and compliance with the International Property Maintenance Code (IPMC). No license shall be issued for a boarding house within 400 feet of an existing boarding house.

- 2. Appendix A, Article XIX Section 1909 of the Petoskey Code of Ordinances is hereby repealed and replaced by the following:**

In cases where the City Planning Commission is empowered to approve certain use of premises under the provisions of this ordinance the applicant shall furnish such surveys, plans or other information as may be reasonably required by said Commission for the proper consideration of the matter.

The Planning Commission shall investigate the circumstances of each such case and shall notify such parties, who may in its opinion be affected thereby, of the time and place of any hearing which may be held relative thereto as required under its rules of procedure.

The Planning Commission may impose such conditions or limitations in granting approval as may in its judgment be necessary to fulfill the spirit and purpose of this ordinance.

Any approval given by the Planning Commission, under which premises are not used or construction has not started within eighteen (18) months, or when such use or work has been abandoned for a period of eighteen (18) months from the meeting date when approved, shall lapse and cease to be in effect and submittal of a new application and fee will be required.

**3. 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.

**4. 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.

**5. 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.

**6. 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



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 18, 2019

**PREPARED:** November 14, 2019

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

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

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

sb  
Enclosure



## City of Petoskey

## Resolution

WHEREAS, the City Manager has requested that the City Council recess to a closed session, pursuant to Section 8(h) of the Michigan Open Meetings Act, to consider material exempt from disclosure, at the City Council's regular meeting of November 18, 2019:

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





**BOARD:** City Council

**MEETING DATE:** November 18, 2019

**PREPARED:** November 8, 2019

**AGENDA SUBJECT:** Discussion Regarding Referendum Petition for Medical Marihuana

**RECOMMENDATION:** That the City Council discuss. No action needed at this time.

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**Background** Over the past several months City Council reviewed and revised several draft ordinances that would implement the provisions of Public Act 281 of 2016, being the Michigan Medical Marihuana Licensing Act. Ordinance No. 773 (Medical Marihuana Licensing Ordinance) was adopted by City Council on October 7, 2019 and became effective 15 days later on October 22, 2019. On October 13, the City was informed by James Dittmar that Citizens Against Marihuana Retail in Petoskey intended to submit a referendum petition to repeal the marihuana retail ordinance.

**Referendum** On November 1, 2019 the City was presented a referendum petition from Citizens Against Marihuana Retail in Petoskey that would repeal Ordinance No. 773. The petitions were delivered by James Dittmar and Joe Blachy to City Clerk-Treasurer, Alan Terry. Ordinance No. 773 among other things, authorizes the establishment of medical marihuana facilities and provides standards and procedures for review, issuance, renewal and revocation of City-issued medical marihuana permits.

**Petitions** Staff will bring to the meeting the petitions that were submitted on November 1 and reviewed by the Office of Clerk-Treasurer staff. The submission consists of 56 pages and contains 556 verified signatures, or 57 in addition to the 499 signatures that are required by City Charter provisions, based on 10% of the number of City residents who had been registered to vote at the time of the 2018 General Election (27 signatures had been questioned by City staff, including those that had been contained on one petition whose circulator had not provided a sworn affidavit that they had witnessed signatures).

**Procedure.** Per City Charter Section 7.5 City Council Action, the City Council has two options for a referendum petition:

1. Repeal the ordinance or portion of the ordinance referred;
2. Submit the proposal to the voters to be voted upon at the March 10, 2020 in conjunction with the Presidential Primary.

See enclosed draft resolution.

**Action** The City Council has 30 days from the time the referendum petition was presented to City Council (November 4, 2019) to decide which of the two aforementioned options to pursue. Staff recommends a decision not be made at this meeting to give adequate time for more discussion. A decision on this issue will need to be made at the next regularly scheduled council meeting on December 2, 2019.



### RESOLUTION CONCERNING REFERENDUM PETITION

WHEREAS, the City of Petoskey has enacted Ordinance No. 773, entitled “An Ordinance to Amend Chapter 8 of the Petoskey Code of Ordinances, Businesses and Business Regulations, Creating a New Article IX – Medical Marihuana Facilities, Within the City of Petoskey;” and

WHEREAS, the above Ordinance was enacted on October 7, 2019 and became effective October 22, 2019; and

WHEREAS, the City has received a referendum petition requesting that the City repeal Ordinance No. 773 in its entirety; and

WHEREAS, said petition was signed by at least ten (10) percent of the registered voters of the City as of the date of the last regular City election, with all signatures thereon being obtained within the 30 days prior to the filing, and said filing having occurred within 30 days of the enactment of the ordinance; and

WHEREAS, the referendum having otherwise met the requirements set forth in the City's Charter and having been duly canvassed by the City Clerk as required by Charter; and

WHEREAS, the Clerk having presented the petition at the next regular meeting of City Council; and

WHEREAS, pursuant to Charter, the City Council shall, within 30 days, either repeal the ordinance referred or submit the proposal to the voters; and

WHEREAS, the City Council has determined to submit the proposal to the voters OR the City Council has determined to repeal Ordinance No. 773:

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the following Ballot Proposal be placed on the election ballot and submitted to the qualified electors of this City at a Presidential Primary to be held in the City of Petoskey on March 10, 2020:

Shall City of Petoskey Ordinance No. 773, entitled “An Ordinance to Amend Chapter 8 of the Petoskey Code of Ordinances, Businesses and Business Regulations, Creating a New Article IX – Medical Marihuana Facilities, Within the City of Petoskey” be repealed in its entirety?

Yes ( ) No ( )

2. The City Clerk shall forthwith transmit a copy of the ballot question to the Governor of the State of Michigan for his/her approval, and transmit a copy of the foregoing statement of

purpose of such proposed amendment to the Attorney General of the State of Michigan for his/her approval, to the extent required by law.

3. The City Clerk is hereby directed to give notice of the election and notice of registration therefore in the manner prescribed by law and to do all things and to provide all supplies necessary to submit such ballot question to the vote of the electors as required by law.
4. The proposed ballot question shall be published in full in accordance with the laws of the State of Michigan and the Charter of the City of Petoskey.
5. The canvass and determination of the votes of said question shall be made in accordance with the laws of the State of Michigan and the Charter of the City of Petoskey.

OR City Council shall repeal the Ordinance as submitted through the regular process for repealing Ordinances of the City within 30 days.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately.

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

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 2019, and of the whole thereof.

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

\_\_\_\_\_  
Alan Terry, City Clerk

dains." With the exception of emergency ordinances, no ordinance shall be finally passed by the city council at the same meeting at which it is introduced. All ordinances shall be recorded in "The Ordinance Book" when enacted and shall be authenticated by the signatures of the mayor and the city clerk. With the exception of emergency ordinances, all ordinances shall specify an effective date no less than fourteen (14) days after enactment.

#### **Section 6.4. Repeal of Ordinances.**

An ordinance may be repealed by the adoption of a repealing ordinance in the same manner as provided for enactment.

#### **Section 6.5. Emergency Ordinances.**

The city council may adopt one (1) or more emergency ordinances to meet a public emergency affecting life, health, property, or the public peace. The city council must first declare the existence of the emergency and describe it in specific terms. Ordinances enacted for an emergency may not levy taxes; grant, renew or extend a franchise; or regulate the rate charged by any public utility for its services. An emergency ordinance may be adopted at the same meeting at which it is introduced, may have immediate effect, and shall be published and printed in the same manner as prescribed for other ordinances. Every emergency ordinance shall automatically stand repealed as of the sixty-first (61st) day following the date of adoption, but may be reenacted if the emergency continues to exist. An emergency ordinance may also be repealed by the enactment of an emergency ordinance.

#### **Section 6.6. Penalties.**

The city council shall provide in each ordinance for the punishment of those who violate its provisions.

#### **Section 6.7. Publication.**

Each ordinance passed by the city council shall be published at least once within seven (7) days after adoption. This publication shall be in a newspaper of general circulation within the City.

#### **Section 6.8. Technical Codes.**

The council may adopt into an ordinance by citation any provision of state law or any detailed technical regulations. The adopting ordinance shall clearly identify and state the purpose of the provisions adopted in this way. Copies of the regulations cited shall be available for free inspection at the office of the city clerk and for purchase at reasonable cost.

#### **Section 6.9. Codification.**

Copies of all ordinances that are in effect and all amendments to this Charter shall be prepared by the city clerk and available for distribution. At least once each year the council shall direct the compilation or codification of the Charter and of all the ordinances of the City then in force and available at reasonable charge.

### **CHAPTER 7. INITIATIVE AND REFERENDUM**

#### **Section 7.1. Initiation of Petitions.**

Citizens of the City may initiate legislation or call for a referendum on legislation by means of petition. An initiative or referendum petition shall be signed by at least ten (10) percent of the registered voters of the City as of the date of the last regular city election before the filing of the petition. All signatures shall be obtained within thirty (30) days before the filing. A referendum petition shall be filed within thirty (30) days of the enactment of the ordinance that it seeks to repeal.

**Section 7.2. Form of Petitions.**

An initiative or referendum petition shall be addressed to the city council. The petition need not be on one (1) paper, but if it is the aggregate of two (2) or more papers, they shall be identical as to contents. A referendum petition shall clearly identify the ordinance or a portion of it that is proposed for repeal. An initiative petition shall clearly state the ordinance that it proposes to see enacted. No petition shall propose more than one (1) ordinance.

**Section 7.3. Circulating Petitions.**

Each signer of the petition shall include his residence address and the date of signature. To each page of the petition there shall be attached a sworn affidavit of the circulator that each signature on the page is genuine and that the circulator believes each signer to be a registered voter in the City of Petoskey. Completed petitions shall be filed with the city clerk.

**Section 7.4. Canvass by the City Clerk.**

The city clerk shall canvass the signatures on any initiative or referendum petition to determine if the signatures are in sufficient number and are not more than thirty (30) days old. The canvass shall be completed within five (5) days and the city clerk shall notify the circulator of any deficiency. The city clerk shall then allow ten (10) days from the notification of deficiency to permit the filing of supplemental petition papers. When a petition of sufficient signatures is filed within the allowed time and is in compliance with provisions of this Charter, the city clerk shall present the petition at the next regular meeting of the city council. The filing of a referendum petition shall suspend effectiveness of the ordinance in question until the issue is determined.

**Section 7.5. City Council Action.**

Upon receiving an initiative or referendum petition from the city clerk, the city council shall, within thirty (30) days, either:

- (a) If it be an initiative petition, enact the ordinance as submitted in the petition;
- (b) If it be a referendum petition, repeal the ordinance or portion of the ordinance referred; or
- (c) Submit the proposal to the voters.

**Section 7.6. Submission to Voters.**

Should the city council submit the proposal to the voters, it shall be submitted at the next election held in the City for any other purpose, or, at the discretion of the city council, at a special election called for that specific purpose. In the case of an initiative petition, if no election is to be held in the City for any other purpose within one hundred fifty (150) days from the time the petition is presented to the city council and the city council does not adopt the ordinance, then the city council shall call a special election within sixty (60) days from such time for the submission of the initiative proposal. The result shall be determined by a majority vote of the voters voting thereon, except in cases where otherwise required by the general laws of the State of Michigan. If two (2) or more ordinances adopted at the same election shall have conflicting provisions, the provisions in the ordinance receiving the highest number of affirmative votes shall govern.

**Section 7.7. Limitation.**

An ordinance adopted by the electorate through initiative proceedings may not be amended or repealed for a period of two (2) years after the date of the election at which it was adopted. An ordinance repealed by the voters may not be reenacted within a period of two (2) years after the date of the election in which it was repealed.



**BOARD:** City Council

**MEETING DATE:** November 18, 2019

**PREPARED:** November 8, 2019

**AGENDA SUBJECT:** Discussion Regarding Recreational Marihuana Initiative Petition

**RECOMMENDATION:** That the City Council discuss. No action required at this time.

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**Background** The City of Petoskey City Council adopted Ordinance No. 769 on May 6, 2019 that prohibits recreation marihuana establishments in the City of Petoskey. The action "opted out" of recreational marihuana while the State of Michigan enacted provisions and regulations that would apply to recreational marihuana establishments.

**Initiative** On November 1, 2019 the City was presented an initiative petition from Citizens Against Marihuana Retail in Petoskey that would amend existing Ordinance No. 769. The petitions were delivered by James Dittmar and Joe Blachy to City Clerk-Treasurer, Alan Terry. The initiative would amend the second paragraph of Section 8-169 by adding a sentence to the end of the paragraph stating, "*No recreational marihuana establishment shall be allowed within the City without first securing the approval of the majority of voters of the City voting on the question in any general or special election*". See enclosed copy of the proposed ordinance.

**Petitions** Staff will bring to the meeting the initiative petitions that were submitted on November 1 and reviewed by the Office of Clerk-Treasurer staff. The submission consists of 47 pages and contains 554 verified signatures, or 55 in addition to the 499 signatures that are required by City Charter provisions, based on 10% of the number of City residents who had been registered to vote at the time of the 2018 General Election (36 signatures had been questioned by City staff, including those that had been contained on one petition whose circulator had not provided a sworn affidavit that they had witnessed signatures).

**Procedure** Per City Charter Section 7.5 City Council Action, the City Council has two options for an initiative petition:

1. Enact the ordinance as submitted in the petition;
2. Submit the proposal to the voters to be voted upon at the March 10, 2020 in conjunction with the Presidential Primary.

Included in this packet is a draft resolution with language including both options.

**Action** The City Council has 30 days from the time the petition was presented to City Council (November 4, 2019) to decide which of the two aforementioned options to pursue. Staff recommends a decision not be made at this meeting to give adequate time for more discussion. A decision on this issue will need to be made at the next regularly scheduled council meeting on December 2, 2019.

at  
Enclosures

## PROPOSED AMENDMENT

AN ORDINANCE TO AMEND IN PART  
ORDINANCE NO. 769 ENTITLED "AN ORDINANCE TO AMEND CHAPTER 8 OF THE  
PETOSKEY CODE OF ORDINANCES, BUSINESSES AND BUSINESS REGULATIONS,  
CREATING A NEW ARTICLE VI-MARIJUANA ESTABLISHMENTS, WITHIN THE CITY  
OF PETOSKEY"

The City of Petoskey ordains:

Amendment to Chapter 8, Article VI, entitled Marijuana Establishments within the City of Petoskey of the Petoskey Code of Ordinances is amended to read as follows:

1. SECTION 8-169 PROHIBITION OF RECREATIONAL MARIJUANA

Section 8-169 is added to Article VI of Chapter 8 of the Code of Ordinances to read as follows: prohibition of recreational marihuana establishments.

The Michigan Regulation and Taxation of Marihuana Act ("the Act") was initiated by the voters of the State of Michigan pursuant to Proposal 1, the Marijuana Legalization Initiative, on November 6, 2018. The Act authorizes cities, villages, and townships to completely prohibit recreational marihuana establishments within their boundaries. Pursuant to that authority, recreational marihuana establishments as defined in the Act are hereby prohibited within the City. No recreational marihuana establishment shall be allowed within the City without first securing the approval of the majority of voters of the City voting on the question in any general or special election.

2. SECTION 8-170-199 RESERVED

All other provisions of the Code of Ordinances not specifically amended shall remain in full force and effect.

Nothing in this ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby revised as cited in Section 8.169 of this ordinance, as amended; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this ordinance.

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 Council this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



### RESOLUTION CONCERNING INITIATIVE PETITION

WHEREAS, the City of Petoskey has enacted Ordinance No. 769, entitled “An Ordinance to Amend Chapter 8 of the Petoskey Code of Ordinances, Businesses and Business Regulations, Creating a New Article VI – Marijuana Establishments, Within the City of Petoskey;” and

WHEREAS, the City has received an initiative petition requesting that the City amend Ordinance No. 769 to include additional language; specifically: “No recreational marihuana establishment shall be allowed within the City without first securing the approval of the majority of voters of the City voting on the question in any general or special election;” and

WHEREAS, said petition was signed by at least ten (10) percent of the registered voters of the City as of the date of the last regular City election, with all signatures thereon being obtained within the 30 days prior to the filing, and said filing having occurred within 30 days of the enactment of the ordinance; and

WHEREAS, the initiative petition having otherwise met the requirements set forth in the City’s Charter and having been duly canvassed by the City Clerk as required by Charter; and

WHEREAS, the Clerk having presented the petition at the next regular meeting of City Council; and

WHEREAS, pursuant to Charter, the City Council shall, within 30 days, either enact the ordinance as submitted in the petition or submit the proposal to the voters; and

WHEREAS, the City Council has determined to submit the proposal to the voters **OR the City Council has determined to enact the Ordinance as submitted;**

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. That the following Ballot Proposal be placed on the election ballot and submitted to the qualified electors of this City at a Presidential Primary to be held in the City of Petoskey on March 10, 2020:

A proposed initiated ordinance to amend in part Ordinance No. 769 concerning marihuana establishments within the City of Petoskey.

This proposal would add the following language to Ordinance No. 769, Section 8-169, entitled “Prohibition of Recreational Marijuana:”

No recreational marihuana establishment shall be allowed within the City without first securing the approval of the majority of voters of the City voting on the question in any general or special election.

Should this proposal be adopted?

Yes ( ) No ( )



2. The City Clerk shall forthwith transmit a copy of the ballot question to the Governor of the State of Michigan for his/her approval, and transmit a copy of the foregoing statement of purpose of such proposed amendment to the Attorney General of the State of Michigan for his/her approval, to the extent required by law.
3. The City Clerk is hereby directed to give notice of the election and notice of registration therefore in the manner prescribed by law and to do all things and to provide all supplies necessary to submit such ballot question to the vote of the electors as required by law.
4. The proposed ballot question shall be published in full in accordance with the laws of the State of Michigan and the Charter of the City of Petoskey.
5. The canvass and determination of the votes of said question shall be made in accordance with the laws of the State of Michigan and the Charter of the City of Petoskey.

OR City Council shall enact the Ordinance as submitted through the regular process for adopting Ordinances of the City within 30 days.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately.

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

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 2019, and of the whole thereof.

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

\_\_\_\_\_  
Alan Terry, City Clerk

dains." With the exception of emergency ordinances, no ordinance shall be finally passed by the city council at the same meeting at which it is introduced. All ordinances shall be recorded in "The Ordinance Book" when enacted and shall be authenticated by the signatures of the mayor and the city clerk. With the exception of emergency ordinances, all ordinances shall specify an effective date no less than fourteen (14) days after enactment.

#### **Section 6.4. Repeal of Ordinances.**

An ordinance may be repealed by the adoption of a repealing ordinance in the same manner as provided for enactment.

#### **Section 6.5. Emergency Ordinances.**

The city council may adopt one (1) or more emergency ordinances to meet a public emergency affecting life, health, property, or the public peace. The city council must first declare the existence of the emergency and describe it in specific terms. Ordinances enacted for an emergency may not levy taxes; grant, renew or extend a franchise; or regulate the rate charged by any public utility for its services. An emergency ordinance may be adopted at the same meeting at which it is introduced, may have immediate effect, and shall be published and printed in the same manner as prescribed for other ordinances. Every emergency ordinance shall automatically stand repealed as of the sixty-first (61st) day following the date of adoption, but may be reenacted if the emergency continues to exist. An emergency ordinance may also be repealed by the enactment of an emergency ordinance.

#### **Section 6.6. Penalties.**

The city council shall provide in each ordinance for the punishment of those who violate its provisions.

#### **Section 6.7. Publication.**

Each ordinance passed by the city council shall be published at least once within seven (7) days after adoption. This publication shall be in a newspaper of general circulation within the City.

#### **Section 6.8. Technical Codes.**

The council may adopt into an ordinance by citation any provision of state law or any detailed technical regulations. The adopting ordinance shall clearly identify and state the purpose of the provisions adopted in this way. Copies of the regulations cited shall be available for free inspection at the office of the city clerk and for purchase at reasonable cost.

#### **Section 6.9. Codification.**

Copies of all ordinances that are in effect and all amendments to this Charter shall be prepared by the city clerk and available for distribution. At least once each year the council shall direct the compilation or codification of the Charter and of all the ordinances of the City then in force and available at reasonable charge.

### **CHAPTER 7. INITIATIVE AND REFERENDUM**

#### **Section 7.1. Initiation of Petitions.**

Citizens of the City may initiate legislation or call for a referendum on legislation by means of petition. An initiative or referendum petition shall be signed by at least ten (10) percent of the registered voters of the City as of the date of the last regular city election before the filing of the petition. All signatures shall be obtained within thirty (30) days before the filing. A referendum petition shall be filed within thirty (30) days of the enactment of the ordinance that it seeks to repeal.

**Section 7.2. Form of Petitions.**

An initiative or referendum petition shall be addressed to the city council. The petition need not be on one (1) paper, but if it is the aggregate of two (2) or more papers, they shall be identical as to contents. A referendum petition shall clearly identify the ordinance or a portion of it that is proposed for repeal. An initiative petition shall clearly state the ordinance that it proposes to see enacted. No petition shall propose more than one (1) ordinance.

**Section 7.3. Circulating Petitions.**

Each signer of the petition shall include his residence address and the date of signature. To each page of the petition there shall be attached a sworn affidavit of the circulator that each signature on the page is genuine and that the circulator believes each signer to be a registered voter in the City of Petoskey. Completed petitions shall be filed with the city clerk.

**Section 7.4. Canvass by the City Clerk.**

The city clerk shall canvass the signatures on any initiative or referendum petition to determine if the signatures are in sufficient number and are not more than thirty (30) days old. The canvass shall be completed within five (5) days and the city clerk shall notify the circulator of any deficiency. The city clerk shall then allow ten (10) days from the notification of deficiency to permit the filing of supplemental petition papers. When a petition of sufficient signatures is filed within the allowed time and is in compliance with provisions of this Charter, the city clerk shall present the petition at the next regular meeting of the city council. The filing of a referendum petition shall suspend effectiveness of the ordinance in question until the issue is determined.

**Section 7.5. City Council Action.**

Upon receiving an initiative or referendum petition from the city clerk, the city council shall, within thirty (30) days, either:

- (a) If it be an initiative petition, enact the ordinance as submitted in the petition;
- (b) If it be a referendum petition, repeal the ordinance or portion of the ordinance referred; or
- (c) Submit the proposal to the voters.

**Section 7.6. Submission to Voters.**

Should the city council submit the proposal to the voters, it shall be submitted at the next election held in the City for any other purpose, or, at the discretion of the city council, at a special election called for that specific purpose. In the case of an initiative petition, if no election is to be held in the City for any other purpose within one hundred fifty (150) days from the time the petition is presented to the city council and the city council does not adopt the ordinance, then the city council shall call a special election within sixty (60) days from such time for the submission of the initiative proposal. The result shall be determined by a majority vote of the voters voting thereon, except in cases where otherwise required by the general laws of the State of Michigan. If two (2) or more ordinances adopted at the same election shall have conflicting provisions, the provisions in the ordinance receiving the highest number of affirmative votes shall govern.

**Section 7.7. Limitation.**

An ordinance adopted by the electorate through initiative proceedings may not be amended or repealed for a period of two (2) years after the date of the election at which it was adopted. An ordinance repealed by the voters may not be reenacted within a period of two (2) years after the date of the election in which it was repealed.