



## CITY COUNCIL

February 17, 2020

1. Call to Order - 7:00 P.M. - City Hall Council Chambers
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Presentation – Hear presentation by Michigan Public Power Agency (MPPA) concerning power supply, renewables and strategies to meet the City's short and long-term goals
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
  - (a) February 3, 2020 special session and February 3, 2020 regular session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since February 3, 2020
6. Miscellaneous Public Comments
7. City Manager Updates
8. New Business
  - (a) Hear 2019 annual review of Economic Development Strategy as required by the Redevelopment Ready Communities program
  - (b) Discussion on adding 200 Howard Street and 322 Bay Street as priority redevelopment sites
  - (c) Adoption of a proposed resolution that would authorize contracting with MDC Contracting, Charlevoix, for Jackson Street improvements in the amount of \$428,966.90 and authorize the Mayor and City Clerk to sign legal documents as prepared by the City Attorney and approved by the City Manager, to accept a warranty deed for McLaren Northern Michigan property
  - (d) Consideration to approve a contract with Michigan Department of Environment, Great Lakes and Energy (EGLE) for a planning grant through the Coastal Healthy Habitat, Waters, and Communities Initiative for Solanus Mission Beach improvements
  - (e) Authorization to contract with David Hoffman Landscaping and Nursery, Inc., Petoskey, in the amount of \$36,520 for planting of trees at various locations throughout the City
  - (f) Discussion concerning promenade area tree replacement
9. City Council Comments
10. Adjournment



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** February 17, 2020

**PREPARED:** February 12, 2020

**AGENDA SUBJECT:** MPPA Renewable Energy Presentation

**RECOMMENDATION:** That the City Council hear this presentation

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**Background** City Council adopted a resolution in 2019 that set a goal to source the City of Petoskey's power needs with 100% renewables by 2035. Other renewable energy goals and criteria as established include 15% by end of 2020, 30% by 2025, 70% by 2030 along with provisions that insure viable renewable resources, effective costs and community sustainability and resiliency.

The Michigan Public Power Agency (MPPA) handles and coordinates all power supply needs for the City and will play a key role in transitioning the City to renewable energy sources. Patrick Bowland, MPPA CEO and General Manager, will give a brief presentation to City Council concerning power supply, renewables and strategies to meet short and long-term goals.

**Action** That City Council hear the presentation and ask any questions or comments.

mr



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** February 17, 2020

**PREPARED:** February 13, 2020

**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 February 3, 2020 special session and February 3, 2020 regular session City Council meetings; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since February 3, 2020 for contract and vendor claims at \$1,900,169.17, intergovernmental claims at \$12,697.20, and the February 6 payroll at \$203,092.20 for a total of \$2,115,958.57.

sb  
Enclosures



## CITY COUNCIL

February 3, 2020

A special meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, February 3, 2020. This meeting was called to order at 6:00 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  
Brian Wagner, City Councilmember  
Lindsey Walker, City Councilmember

Absent: None

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

### **Hear Presentation on MEDC Resources and Pro-forma Training**

Dan Leonard, MEDC representative, gave a brief presentation explaining how the Michigan Economic Development Corporation (MEDC), evaluates requests for funding for real estate development projects; reviewed the mechanics of the pro-forma when there have been funding requests; that the pro-forma guide is available online for anyone to utilize; reviewed that MEDC is not concerned with businesses that eventually operate in building and its income; and are interested in building owner's rate of return with owners having a minimum of 10% equity in the project.

City Councilmembers and Mr. Leonard reviewed development sites in Petoskey and different assistance that can be used for developing in Petoskey.

Mr. Leonard reviewed that Boyne City has developed four sites in the last three years.

There being no further business to come before the City Council, this February 3, 2020, special meeting of the City Council adjourned at 6:50 P.M.

John Murphy, Mayor

Alan Terry, City Clerk-Treasurer





## CITY COUNCIL

February 3, 2020

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, February 3, 2020. 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  
Brian Wagner, City Councilmember  
Lindsey Walker, City Councilmember

Absent: None

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, City Planner Amy Tweeten, Parks and Recreation Director Kendall Klingelsmith and Downtown Director Becky Goodman.

### **Consent Agenda - Resolution No. 19373**

Following introduction of the consent agenda for this meeting of February 3, 2020, City Councilmember Marshall moved that, seconded by City Councilmember Wagner adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the January 20, 2020 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 January 20, for contract and vendor claims at \$950,273.41, intergovernmental claims at \$967.26, and the January 23 payroll at \$214,717.98, for a total of \$1,165,958.65 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

### **Hear Public Comment**

Mayor Murphy asked for public comments and Reg Smith, 600 Arlington Avenue, Apt. 7, encouraged City Council to move forward with revisions to the City Charter and Mike Pattullo, 810 Petoskey Street, commented that developers use MEDC grants and other financial tools to make projects more affordable.

### **Hear City Manager Updates**

The City Manager reported that per Council's request a summary of past tax incentives the City has granted for development projects was at their seats; that staff attended the Resort Township Parks and Recreation board meeting regarding erosion issues and that the Resort Township Board will consider funding 50% of the costs of the slope failure study at their February 11 meeting; that staff is working on a Little Traverse Bay Protection and Restoration foundation grant for \$25,000 to offset the costs of the slope failure study and if awarded costs would be reduced for both the City and Resort Township; that the Little Traverse Wheelway is currently closed from Magnus Park to East Park and could remain closed for the remainder of the year dependent upon further erosion occurring and a safety inspection of this segment in the spring; that staff is working with MDOT to identify a safe detour around the damaged bluff area; that many Michigan coastal communities compiled a list of estimated expenses associated with coastal erosion issues totaling more than \$22M and has been presented to lawmakers in Lansing; thanked City Council for allowing him to attend the MME winter conference in Gaylord and attended interesting sessions on lead levels in water pipes, human resource evaluation approaches and State of Michigan road funding; that the City is soliciting bids for the construction of 2-3 pickleball courts at Riverbend Park and bids are due in late February; and that the City Attorney is available at 5:30 P.M., February 24 to conduct Robert's Rules of Order training if the date works with Council.

City Councilmembers discussed process of discussion on erosion issues with Resort Township; and watched a drone video of bluff erosion and discussed issues, ownership, funding and condominium issues for Arrowhead Shores.

### **Hear Darling Lot Conceptual Plan Presentation**

Rob Bacigalupi, Mission North representative, gave a brief presentation on the Darling Lot conceptual plan; reviewed how the Darling Lot could be redeveloped within the Zoning Ordinance height limit of 3 stories, 40 feet; that the plan included 32 apartments ranging in size, 20 residential condominiums, two levels of multi-purpose parking for an estimated 145 underground parking spaces plus 27 surface spaces and 5,725 square feet of commercial space fronting the Downtown Greenway; that the building elevations indicate the use of green walls and the pro-forma included costs for a 5,000 square foot roof-mounted solar array; reviewed estimated costs of \$17.8M; reviewed that the concept assumes commercial development and use of RRC aid in presenting site if agreeable to all parties; and suggested maximizing MEDC incentives on the site such as Brownfield.

City Councilmembers inquired on parking spaces and if the City ever stated its desire to sell the property and who would retain ownership of parking spaces; heard comments that a substantial net gain of parking spaces is needed; considered relooking at a parking lift to gain spaces; that a lift costs approximately \$400,000 and the City can't afford the expense of lift or staffing operation 24 hours per day; heard concerns with premise used for site and some believe developers will want designated parking; heard from those opposing proposed concept; heard an inquiry on where responsibility lies if developed; suggested changing language regarding lot for sale on the priority site; and heard concerns about the fabric of community as homes are becoming more expensive.

Mr. Bacigalupi responded that there are 145 total parking spaces with condos utilizing spaces, but not necessarily apartment users especially during the day; that based on proposed constraints this is the maximum amount of spaces with this concept; and reviewed that all options are open as to who is responsible for what.

Mayor Murphy asked for public comments and heard that a surface parking lot is a scar on the earth; that Council shouldn't try to resolve every issue with the project, but rather let the developer; that Council shouldn't let parking drive development in downtown; heard from those concerned with housing in Petoskey; that demographic trends show that an increase in older people are moving to the community and losing working-class people; and that development brings more households to downtown area.

City Councilmembers concurred to further discuss at a future meeting along with RRC discussions.

**Approve Ferry Taxi Service between Petoskey and Harbor Springs – Resolution No. 19374**

The City Manager reviewed that the City was approached in 2019 by the Little Traverse Bay Foundation, formally Little Traverse Bay Ferry Company, to offer water taxi services between the City of Petoskey and the City of Harbor Springs; that the Parks and Recreation Commission recommended continuing conversations with the organization, contingent upon Harbor Springs' cooperation; reviewed season, hours and location where boat will be docked; and reviewed the proposed license agreement and if approved, the City of Harbor Springs will also consider approval.

Chris Chamberlin, ferry representative, briefly spoke on the history of past ferries that operated around the bay; that it is a non-profit organization looking to operate the ferry to make it more affordable; and that an estimated cost for a passenger will be \$10 round trip.

City Councilmembers discussed the boat being left at the Petoskey Marina when not in use; the boat being 50 feet long and able to accommodate 49 passengers; and that passengers can bring bikes aboard; and representative commented that they don't see the ferry being full that often.

Mayor Murphy asked for public comments and heard a suggestion to add info to wayfinding signs for ferry service and representatives thanked staff for their help in this process.

City Councilmember Marshall moved that, seconded by City Councilmember Shumway to approve the license agreement with Little Traverse Bay Foundation for operation of a ferry taxi service between the City of Petoskey and the City of Harbor Springs contingent upon the City of Harbor Springs agreeing to terms.

Said motion was adopted by the following vote:

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

NAYS: None (0)

**Approve Redevelopment Liquor License for Sam's Graces Café, LLC – Resolution No. 19375**

The City Manager reviewed that Sam's Graces Café, LLC, requested that City Council approve a redevelopment liquor license for 324 East Mitchell Street; that the DMB recommended that City Council approve the license at their January meeting; that there are no delinquent taxes, assessments or outstanding code violations for this property; and if approved, the license would be number 6 of a maximum 10 redevelopment liquor licenses that are currently available.

City Councilmembers discussed the application and heard from those in favor of having businesses that sell only non-alcoholic beverages.

City Councilmember Shumway moved that, seconded by City Councilmember Marshall to adopt the resolution form provided by the Liquor Control Commission, approving the application by Sam's Graces Café, LLC, 324 East Mitchell Street, for a new redevelopment liquor license.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Approve Poverty Exemption Policy & Guidelines – Resolution No. 19376**

The Director of Finance reviewed that the MCL 211.7u of the General Property Tax Act allows a property tax exemption for the principal residence of persons who, in the judgement of the Board of Review, by reason of poverty, are unable to contribute to the public charges; that the Act requires a local governing body to adopt guidelines including income and asset tests for possible poverty exemption of local property tax assessments; that the State is requiring the policy be approved annually; that the proposed policy and guidelines is essentially the same as the policy approved in 2019, with updated poverty income levels established annually by the Federal Poverty Income Guidelines; and that the City received 10 applications from three owners over the last five years of which 7 were granted.

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

WHEREAS, the annual adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Petoskey, Emmet County, adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year:

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence for a period of at least three years the property for which an exemption is requested.
2. File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
3. File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Produce a valid driver's license or other form of identification if requested.
5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the City of Petoskey providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for 2020 Assessments

Number of Persons Residing in the Principal Residence	Poverty Guidelines Annual Allowable Income
1 person	\$12,490
2 persons	\$16,910
3 persons	\$21,330
4 persons	\$25,750
5 persons	\$30,170
6 persons	\$34,590
7 persons	\$39,010
8 persons	\$43,430
Each additional person, add	\$ 4,420

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Assessor and Board of Review shall follow the above and attached stated policy and federal guidelines in granting or denying an exemption, unless the Assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Council Comments**

Mayor Murphy asked for Council comments and Councilmember Shumway is encouraged that staff and Council does work together with businesses and governmental organizations to approve projects and development. Mayor Murphy reported that he attended the State of the State address down in Lansing last week.

There being no further business to come before the City Council, this February 3, 2020, meeting of the City Council adjourned at 8:35 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
01/20	01/22/2020	87873	ACH-CHILD SUPPORT	701-000-230.160	160.23
01/20	01/22/2020	87874	ACH-EFTPS	701-000-230.100	21,153.06
01/20	01/22/2020	87874	ACH-EFTPS	701-000-230.200	13,103.29
01/20	01/22/2020	87874	ACH-EFTPS	701-000-230.200	13,103.29
01/20	01/22/2020	87874	ACH-EFTPS	701-000-230.200	3,064.49
01/20	01/22/2020	87874	ACH-EFTPS	701-000-230.200	3,064.49
01/20	01/22/2020	87875	ACH-ICMA 457	701-000-230.700	2,476.50
01/20	01/22/2020	87875	ACH-ICMA 457	701-000-230.700	6,174.23
01/20	01/22/2020	87876	Airgas USA LLC	582-584-775.000	33.15
01/20	01/22/2020	87876	Airgas USA LLC	582-586-775.000	25.80
01/20	01/22/2020	87876	Airgas USA LLC	582-586-775.000	25.80
01/20	01/22/2020	87876	Airgas USA LLC	661-598-785.000	27.05
01/20	01/22/2020	87876	Airgas USA LLC	661-598-785.000	54.84
01/20	01/22/2020	87877	Amazon Credit Plan	101-208-751.000	330.52
01/20	01/22/2020	87878	American Waste	582-593-930.000	170.00
01/20	01/22/2020	87878	American Waste	592-551-806.000	325.00
01/20	01/22/2020	87878	American Waste	101-770-802.000	79.20
01/20	01/22/2020	87878	American Waste	101-756-802.000	32.40
01/20	01/22/2020	87878	American Waste	101-789-802.000	36.00
01/20	01/22/2020	87878	American Waste	101-754-802.000	82.80
01/20	01/22/2020	87878	American Waste	101-268-802.000	50.40
01/20	01/22/2020	87878	American Waste	101-265-802.000	79.20
01/20	01/22/2020	87878	American Waste	101-770-802.000	190.00
01/20	01/22/2020	87879	AT&T	592-538-850.000	261.44
01/20	01/22/2020	87880	Axon Enterprises Inc.	101-345-985.000	84.00
01/20	01/22/2020	87881	Beckett & Raeder Inc.	101-770-802.100	5,802.90
01/20	01/22/2020	87882	Brown Motors Inc.	661-598-932.000	207.67
01/20	01/22/2020	87883	C. C. Unlimited LLC	661-598-932.000	85.32
01/20	01/22/2020	87884	Carter's Imagewear & Awards	101-400-751.000	45.00
01/20	01/22/2020	87885	Char-Em United Way	701-000-230.800	75.00
01/20	01/22/2020	87886	Charlevoix-Emmet ISD	703-040-234.219	330,284.56
01/20	01/22/2020	87887	Cintas Corp #729	204-481-767.000	60.04
01/20	01/22/2020	87887	Cintas Corp #729	582-588-767.000	60.25
01/20	01/22/2020	87887	Cintas Corp #729	592-560-767.000	30.89
01/20	01/22/2020	87887	Cintas Corp #729	592-549-767.000	30.89
01/20	01/22/2020	87887	Cintas Corp #729	582-593-930.000	31.27
01/20	01/22/2020	87887	Cintas Corp #729	204-481-767.000	60.04
01/20	01/22/2020	87887	Cintas Corp #729	582-588-767.000	60.25
01/20	01/22/2020	87887	Cintas Corp #729	592-560-767.000	30.89
01/20	01/22/2020	87887	Cintas Corp #729	592-549-767.000	30.89
01/20	01/22/2020	87887	Cintas Corp #729	101-268-802.000	15.54
01/20	01/22/2020	87887	Cintas Corp #729	592-554-802.000	45.45
01/20	01/22/2020	87887	Cintas Corp #729	204-481-767.000	60.04
01/20	01/22/2020	87887	Cintas Corp #729	582-588-767.000	60.25
01/20	01/22/2020	87887	Cintas Corp #729	592-560-767.000	30.89
01/20	01/22/2020	87887	Cintas Corp #729	592-549-767.000	30.89
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	117.44
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	205.95
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	169.53
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	240.72
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	145.06
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	202.80
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	121.98
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	436.89
01/20	01/22/2020	87888	Consumers Energy	202-475-920.000	96.28
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	684.98

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
01/20	01/22/2020	87889	COVEYOU SCENIC FARM MARKET	248-540-792.000	2,997.00
01/20	01/22/2020	87890	Decka Digital LLC	582-588-802.000	383.84
01/20	01/22/2020	87890	Decka Digital LLC	204-481-751.000	10.36
01/20	01/22/2020	87890	Decka Digital LLC	582-593-751.000	10.36
01/20	01/22/2020	87890	Decka Digital LLC	582-588-751.000	10.37
01/20	01/22/2020	87890	Decka Digital LLC	592-549-751.000	10.37
01/20	01/22/2020	87890	Decka Digital LLC	592-560-751.000	10.37
01/20	01/22/2020	87890	Decka Digital LLC	661-598-751.000	10.37
01/20	01/22/2020	87891	Derrer Oil Co.	661-598-759.000	2,546.06
01/20	01/22/2020	87892	Dunn's Business Solutions	101-268-775.000	85.54
01/20	01/22/2020	87893	EMMET AUTO	661-598-785.000	24.29
01/20	01/22/2020	87894	Emmet Co. Dept of Public Works	101-529-802.000	7,064.10
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-222.219	196.80
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-228.219	228.94
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-222.219	38,944.18
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-222.219	61,541.07
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-233.000	39.74
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-233.000	46.26
01/20	01/22/2020	87896	Englebrecht, Robert	101-257-802.100	3,750.00
01/20	01/22/2020	87897	Environmental Resource Assoc.	592-553-802.000	719.07
01/20	01/22/2020	87898	Five Star Screen Printing Plus	101-756-808.030	1,072.00
01/20	01/22/2020	87898	Five Star Screen Printing Plus	101-756-808.030	431.00
01/20	01/22/2020	87899	Gibby's Garage	582-590-802.000	136.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-931.000	544.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-932.000	340.00
01/20	01/22/2020	87899	Gibby's Garage	514-587-931.000	68.00
01/20	01/22/2020	87899	Gibby's Garage	582-593-930.000	102.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-931.000	476.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-932.000	748.00
01/20	01/22/2020	87899	Gibby's Garage	582-593-930.000	34.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-931.000	952.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-932.000	238.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-932.000	272.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-931.000	272.00
01/20	01/22/2020	87900	Ginop Sales Inc.	661-598-931.000	190.82
01/20	01/22/2020	87901	Great Lakes Energy	592-538-920.000	85.30
01/20	01/22/2020	87901	Great Lakes Energy	592-558-920.000	166.49
01/20	01/22/2020	87902	GREENWOOD CEMETERY BOARD	703-040-238.219	48,612.56
01/20	01/22/2020	87903	Heritage Fire Equipment	661-598-932.000	92.73
01/20	01/22/2020	87904	ICMA-ROTH	701-000-230.900	695.00
01/20	01/22/2020	87905	Integrity Business Solutions	514-587-775.000	28.32
01/20	01/22/2020	87905	Integrity Business Solutions	514-587-802.100	57.02
01/20	01/22/2020	87906	Jones & Jones Garage Door Service Inc.	582-593-930.000	850.00
01/20	01/22/2020	87907	Kanopy Inc	271-790-762.000	3,000.00
01/20	01/22/2020	87908	Keep It Real Social LLC	248-739-880.200	2,000.00
01/20	01/22/2020	87909	LexisNexis Risk Data Management Inc.	101-208-802.000	150.00
01/20	01/22/2020	87909	LexisNexis Risk Data Management Inc.	514-587-802.000	150.00
01/20	01/22/2020	87910	McLean & Eakin Booksellers	271-790-760.400	208.00
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	135.99
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	4.49
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	6.14
01/20	01/22/2020	87911	Meyer Ace Hardware	514-587-802.100	10.22
01/20	01/22/2020	87911	Meyer Ace Hardware	101-345-775.000	16.72
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	16.94
01/20	01/22/2020	87911	Meyer Ace Hardware	582-593-930.000	8.09
01/20	01/22/2020	87911	Meyer Ace Hardware	101-268-775.000	33.29

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
01/20	01/22/2020	87911	Meyer Ace Hardware	582-593-930.000	8.09
01/20	01/22/2020	87911	Meyer Ace Hardware	592-546-775.000	6.29
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	14.52
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	19.78
01/20	01/22/2020	87911	Meyer Ace Hardware	514-587-775.000	5.03
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	2.37
01/20	01/22/2020	87911	Meyer Ace Hardware	514-587-775.000	21.55
01/20	01/22/2020	87911	Meyer Ace Hardware	101-268-775.000	10.79
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	58.93
01/20	01/22/2020	87911	Meyer Ace Hardware	101-773-775.000	125.99
01/20	01/22/2020	87911	Meyer Ace Hardware	661-598-931.000	25.18
01/20	01/22/2020	87911	Meyer Ace Hardware	101-345-775.000	21.58
01/20	01/22/2020	87912	Michigan Water Environment Assoc.	592-560-915.000	77.00
01/20	01/22/2020	87913	Nemec, Aaron	271-790-958.000	75.00
01/20	01/22/2020	87914	NORTHWEST HYDRAULICS &	661-598-931.000	826.37
01/20	01/22/2020	87915	PELCO	701-000-230.910	540.00
01/20	01/22/2020	87916	Peninsula Fiber Network LLC	271-790-850.000	133.80
01/20	01/22/2020	87916	Peninsula Fiber Network LLC	101-228-850.000	446.00
01/20	01/22/2020	87917	Performance Painting	592-554-802.000	2,868.00
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-236.219	2,989.53
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-237.219	35.47
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-237.219	56.71
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-237.219	25.58
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-233.000	119.16
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-233.000	7.17
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-233.000	11.45
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-233.000	5.16
01/20	01/22/2020	87919	Petoskey Regional Chamber	514-587-912.000	30.00
01/20	01/22/2020	87920	Petoskey Rotary Club	101-345-915.000	263.50
01/20	01/22/2020	87921	Power Line Supply	582-010-111.000	1,581.60
01/20	01/22/2020	87921	Power Line Supply	582-586-775.000	99.90
01/20	01/22/2020	87922	Quality First Aid & Safety Inc.	592-554-775.000	20.98
01/20	01/22/2020	87923	Range Telecommunications	204-481-850.000	64.40
01/20	01/22/2020	87923	Range Telecommunications	101-756-850.000	35.00
01/20	01/22/2020	87923	Range Telecommunications	582-593-850.000	75.00
01/20	01/22/2020	87923	Range Telecommunications	592-549-850.000	52.20
01/20	01/22/2020	87923	Range Telecommunications	592-560-850.000	52.20
01/20	01/22/2020	87923	Range Telecommunications	661-598-850.000	25.00
01/20	01/22/2020	87924	Rink Systems	101-770-775.000	658.27
01/20	01/22/2020	87925	Royal Tire	661-598-932.000	25.00
01/20	01/22/2020	87926	SiteOne Landscape Supply	101-770-775.000	110.94
01/20	01/22/2020	87926	SiteOne Landscape Supply	101-770-775.000	55.47-
01/20	01/22/2020	87927	Spectrum Business	101-172-850.000	125.66
01/20	01/22/2020	87927	Spectrum Business	101-201-850.000	67.03
01/20	01/22/2020	87927	Spectrum Business	101-208-850.000	41.90
01/20	01/22/2020	87927	Spectrum Business	101-257-850.000	41.90
01/20	01/22/2020	87927	Spectrum Business	101-215-850.000	33.52
01/20	01/22/2020	87927	Spectrum Business	101-345-850.000	92.17
01/20	01/22/2020	87927	Spectrum Business	101-400-850.000	41.90
01/20	01/22/2020	87927	Spectrum Business	101-441-850.000	75.41
01/20	01/22/2020	87927	Spectrum Business	101-756-850.000	50.27
01/20	01/22/2020	87927	Spectrum Business	204-481-850.000	25.14
01/20	01/22/2020	87927	Spectrum Business	204-481-850.000	25.14
01/20	01/22/2020	87927	Spectrum Business	582-588-850.000	83.79
01/20	01/22/2020	87927	Spectrum Business	582-593-850.000	33.52
01/20	01/22/2020	87927	Spectrum Business	592-549-850.000	50.27



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01/20	01/22/2020	87927	Spectrum Business	592-560-850.000	50.27
01/20	01/22/2020	87927	Spectrum Business	101-770-850.000	124.98
01/20	01/22/2020	87928	Spok	204-481-850.000	10.89
01/20	01/22/2020	87928	Spok	582-588-850.000	10.90
01/20	01/22/2020	87928	Spok	592-549-850.000	10.90
01/20	01/22/2020	87928	Spok	592-560-850.000	10.90
01/20	01/22/2020	87928	Spok	661-598-850.000	10.90
01/20	01/22/2020	87929	Staples Advantage	592-560-751.000	143.32
01/20	01/22/2020	87929	Staples Advantage	101-268-775.000	53.74
01/20	01/22/2020	87929	Staples Advantage	204-481-751.000	10.26
01/20	01/22/2020	87929	Staples Advantage	101-262-751.000	6.66
01/20	01/22/2020	87929	Staples Advantage	101-441-751.000	39.99
01/20	01/22/2020	87930	Stuart C Irby Co	582-010-111.000	1,442.50
01/20	01/22/2020	87931	SUNRISE ELECTRONICS & SECURITY	101-770-934.000	680.00
01/20	01/22/2020	87932	Tetra Tech Inc	592-549-802.000	507.50
01/20	01/22/2020	87932	Tetra Tech Inc	592-560-802.000	507.50
01/20	01/22/2020	87933	Thompson, William S.	514-587-802.100	760.97
01/20	01/22/2020	87934	Thru Glass Window Cleaning	514-587-802.100	25.00
01/20	01/22/2020	87934	Thru Glass Window Cleaning	514-587-802.100	25.00
01/20	01/22/2020	87935	Truck & Trailer Specialties	661-598-931.000	41.37
01/20	01/22/2020	87936	Up North Service LLC	514-587-802.000	6,429.64
01/20	01/22/2020	87937	Voss Lighting	582-590-775.000	88.50
01/20	01/22/2020	87937	Voss Lighting	582-590-775.000	624.90
01/20	01/22/2020	87938	Wagner, Brian	101-101-860.000	27.13
01/20	01/22/2020	87939	Civic Systems LLC	101-201-802.000	2,000.00
01/20	01/22/2020	87939	Civic Systems LLC	101-201-912.000	300.00
01/20	01/22/2020	87940	North Central Mich. College	703-040-235.219	85,615.07
01/20	01/22/2020	87940	North Central Mich. College	703-040-235.219	76,911.20
01/20	01/29/2020	87945	Alliance Entertainment	271-790-761.000	13.75
01/20	01/29/2020	87945	Alliance Entertainment	271-790-761.100	34.99
01/20	01/29/2020	87945	Alliance Entertainment	271-790-761.000	81.06
01/20	01/29/2020	87945	Alliance Entertainment	271-790-761.000	139.72
01/20	01/29/2020	87946	Amazon Credit Plan	271-790-751.000	122.61
01/20	01/29/2020	87946	Amazon Credit Plan	271-790-752.000	14.94
01/20	01/29/2020	87946	Amazon Credit Plan	271-790-970.000	30.00
01/20	01/29/2020	87946	Amazon Credit Plan	271-790-760.100	65.63
01/20	01/29/2020	87946	Amazon Credit Plan	271-790-760.000	388.17
01/20	01/29/2020	87947	AMERICAN LIBRARY ASSOC.	271-790-915.000	290.00
01/20	01/29/2020	87948	Axon Enterprises Inc.	101-345-985.000	8,036.78
01/20	01/29/2020	87949	Ballard's Plumbing & Heating	101-268-802.000	992.03
01/20	01/29/2020	87949	Ballard's Plumbing & Heating	271-790-930.000	660.00
01/20	01/29/2020	87949	Ballard's Plumbing & Heating	101-345-802.000	90.00
01/20	01/29/2020	87950	Beckett & Raeder Inc.	101-770-802.000	1,595.00
01/20	01/29/2020	87950	Beckett & Raeder Inc.	101-770-802.000	4,875.00
01/20	01/29/2020	87950	Beckett & Raeder Inc.	101-265-970.000	885.40
01/20	01/29/2020	87950	Beckett & Raeder Inc.	101-770-802.100	840.00
01/20	01/29/2020	87950	Beckett & Raeder Inc.	247-751-802.000	1,280.00
01/20	01/29/2020	87951	Benchmark Engineering Inc.	204-481-802.000	2,462.00
01/20	01/29/2020	87951	Benchmark Engineering Inc.	582-588-802.000	822.00
01/20	01/29/2020	87951	Benchmark Engineering Inc.	592-549-802.000	2,462.00
01/20	01/29/2020	87951	Benchmark Engineering Inc.	592-560-802.000	2,462.00
01/20	01/29/2020	87952	BERGER CHEVROLET	661-020-142.000	37,049.00
01/20	01/29/2020	87953	Border States Industries Inc.	582-592-775.000	554.75
01/20	01/29/2020	87954	Carson, Mark	101-756-808.030	60.00
01/20	01/29/2020	87955	CDW Government	271-790-986.000	70.50
01/20	01/29/2020	87956	Center Point Large Print	271-790-760.000	510.48

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01/20	01/29/2020	87956	Center Point Large Print	271-790-760.000	14.99
01/20	01/29/2020	87957	Dearborn Life Insurance Co	701-000-230.190	2,036.68
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-172-724.000	19.16
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-201-724.000	44.89
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-208-724.000	19.16
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-215-724.000	21.35
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-265-724.000	4.79
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-268-724.000	11.98
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-345-724.000	523.32
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-400-724.000	11.50
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-441-724.000	32.57
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-754-724.000	5.27
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-756-724.000	16.29
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-770-724.000	35.45
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-773-724.000	5.75
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-789-724.000	10.54
01/20	01/29/2020	87957	Dearborn Life Insurance Co	204-481-724.000	66.24
01/20	01/29/2020	87957	Dearborn Life Insurance Co	271-790-724.000	69.25
01/20	01/29/2020	87957	Dearborn Life Insurance Co	514-587-724.000	51.93
01/20	01/29/2020	87957	Dearborn Life Insurance Co	582-588-724.000	54.13
01/20	01/29/2020	87957	Dearborn Life Insurance Co	592-549-724.000	59.67
01/20	01/29/2020	87957	Dearborn Life Insurance Co	592-560-724.000	19.16
01/20	01/29/2020	87958	Dell Marketing L.P.	514-587-970.000	712.77
01/20	01/29/2020	87958	Dell Marketing L.P.	514-587-970.000	449.97-
01/20	01/29/2020	87959	Delta Dental	101-172-724.000	49.97
01/20	01/29/2020	87959	Delta Dental	101-201-724.000	220.01
01/20	01/29/2020	87959	Delta Dental	101-208-724.000	40.77
01/20	01/29/2020	87959	Delta Dental	101-215-724.000	1.58
01/20	01/29/2020	87959	Delta Dental	101-265-724.000	23.81
01/20	01/29/2020	87959	Delta Dental	101-268-724.000	47.86
01/20	01/29/2020	87959	Delta Dental	101-345-724.000	882.41
01/20	01/29/2020	87959	Delta Dental	101-400-724.000	31.86
01/20	01/29/2020	87959	Delta Dental	101-441-724.000	176.68
01/20	01/29/2020	87959	Delta Dental	101-754-724.000	24.88
01/20	01/29/2020	87959	Delta Dental	101-756-724.000	74.37
01/20	01/29/2020	87959	Delta Dental	101-770-724.000	122.90
01/20	01/29/2020	87959	Delta Dental	101-773-724.000	16.00
01/20	01/29/2020	87959	Delta Dental	101-789-724.000	32.03
01/20	01/29/2020	87959	Delta Dental	204-481-724.000	131.51
01/20	01/29/2020	87959	Delta Dental	271-790-724.000	222.79
01/20	01/29/2020	87959	Delta Dental	514-587-724.000	37.10
01/20	01/29/2020	87959	Delta Dental	582-588-724.000	231.49
01/20	01/29/2020	87959	Delta Dental	592-549-724.000	239.98
01/20	01/29/2020	87959	Delta Dental	592-560-724.000	75.01
01/20	01/29/2020	87959	Delta Dental	701-000-230.110	1,476.12
01/20	01/29/2020	87959	Delta Dental	101-345-724.000	.01-
01/20	01/29/2020	87960	Derrerr Oil Co.	661-598-759.000	3,709.95
01/20	01/29/2020	87961	DTE Energy	592-538-920.000	67.45
01/20	01/29/2020	87961	DTE Energy	101-265-924.000	907.94
01/20	01/29/2020	87961	DTE Energy	582-593-924.000	2,201.93
01/20	01/29/2020	87961	DTE Energy	101-773-924.000	37.48
01/20	01/29/2020	87961	DTE Energy	101-265-924.000	212.09
01/20	01/29/2020	87961	DTE Energy	592-538-920.000	114.36
01/20	01/29/2020	87961	DTE Energy	271-790-924.000	1,450.71
01/20	01/29/2020	87961	DTE Energy	101-268-924.000	1,746.50
01/20	01/29/2020	87961	DTE Energy	101-770-924.000	399.10

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01/20	01/29/2020	87961	DTE Energy	514-587-802.100	171.05
01/20	01/29/2020	87961	DTE Energy	592-538-920.000	234.25
01/20	01/29/2020	87961	DTE Energy	101-345-920.000	1,469.59
01/20	01/29/2020	87961	DTE Energy	592-551-920.000	4,066.66
01/20	01/29/2020	87961	DTE Energy	592-551-920.000	2,620.88
01/20	01/29/2020	87961	DTE Energy	271-790-924.000	517.02
01/20	01/29/2020	87961	DTE Energy	592-555-920.000	42.17
01/20	01/29/2020	87961	DTE Energy	101-345-920.100	1,217.45
01/20	01/29/2020	87961	DTE Energy	592-558-920.000	37.48
01/20	01/29/2020	87961	DTE Energy	592-538-920.000	79.18
01/20	01/29/2020	87962	Dunn's Business Solutions	101-268-775.000	52.55
01/20	01/29/2020	87963	EMERGENCY MEDICAL PRODUCTS	101-345-775.000	63.77
01/20	01/29/2020	87964	Fastenal Company	661-598-931.000	172.00
01/20	01/29/2020	87965	Firman Irrigation & Landscape Lighting	101-770-802.100	1,400.00
01/20	01/29/2020	87966	Fought, Chris	101-756-808.030	120.00
01/20	01/29/2020	87967	FRITZ, KARL	101-345-783.000	17.36
01/20	01/29/2020	87968	Front Line Services Inc.	101-345-985.000	879.95
01/20	01/29/2020	87969	Gale/Cengage Learning	271-790-760.000	185.53
01/20	01/29/2020	87970	Goedge, Megan	271-790-880.000	200.00
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	89.34
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	101.14
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	49.39
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	191.36
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	292.42
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	63.48
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	126.42
01/20	01/29/2020	87972	Great Lakes Energy	101-345-920.100	426.69
01/20	01/29/2020	87972	Great Lakes Energy	592-538-920.000	400.45
01/20	01/29/2020	87972	Great Lakes Energy	592-558-920.000	131.13
01/20	01/29/2020	87973	GRP Engineering Inc.	582-588-802.000	4,272.00
01/20	01/29/2020	87973	GRP Engineering Inc.	582-588-802.000	232.50
01/20	01/29/2020	87974	Heidemann, Anne	271-790-912.000	100.00
01/20	01/29/2020	87975	John E. Green Co.	271-790-930.000	270.90
01/20	01/29/2020	87975	John E. Green Co.	271-790-930.000	1,500.00
01/20	01/29/2020	87976	Johnson, Amber	271-790-912.000	300.00
01/20	01/29/2020	87977	Kendall Electric Inc.	592-558-775.000	146.19
01/20	01/29/2020	87978	Malec, Steve	101-756-808.030	80.00
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-775.000	9.67
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-775.000	4.50
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-802.100	15.28
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-802.100	16.17
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-775.000	23.31
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-775.000	14.91
01/20	01/29/2020	87980	MEYERSON, VALERIE	271-790-912.000	453.21
01/20	01/29/2020	87981	Michigan Association of Mayors	101-101-915.000	85.00
01/20	01/29/2020	87982	MICHIGAN CAT	592-558-802.000	337.00
01/20	01/29/2020	87982	MICHIGAN CAT	592-537-802.000	337.00
01/20	01/29/2020	87982	MICHIGAN CAT	592-542-802.000	337.00
01/20	01/29/2020	87983	Michigan Officeways Inc.	101-201-751.000	13.69
01/20	01/29/2020	87983	Michigan Officeways Inc.	271-790-751.000	140.21
01/20	01/29/2020	87984	Michigan.com	271-790-760.400	336.03
01/20	01/29/2020	87985	Miller, Greg	101-756-808.030	120.00
01/20	01/29/2020	87986	North Central Laboratories	592-553-775.000	3,358.50
01/20	01/29/2020	87987	North Country IT	271-790-931.000	386.00
01/20	01/29/2020	87988	Northern Tool & Equipment	101-770-775.000	39.99
01/20	01/29/2020	87989	On Duty Gear LLC	101-345-775.000	129.95

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01/20	01/29/2020	87989	On Duty Gear LLC	101-345-775.000	231.89
01/20	01/29/2020	87990	ORIENTAL TRADING COMPANY	271-790-958.000	55.34
01/20	01/29/2020	87991	OTIS ELEVATOR COMPANY	101-268-802.000	3,268.22
01/20	01/29/2020	87992	Overdrive Inc.	271-790-762.000	39.47
01/20	01/29/2020	87992	Overdrive Inc.	271-790-762.000	500.00
01/20	01/29/2020	87993	Power Line Supply	582-588-785.000	360.00
01/20	01/29/2020	87993	Power Line Supply	582-010-111.000	856.00
01/20	01/29/2020	87994	SiteOne Landscape Supply	101-770-970.000	7,544.75
01/20	01/29/2020	87995	Smith, Daniel	101-345-775.000	23.30
01/20	01/29/2020	87996	Smith, Edward J	101-756-808.030	120.00
01/20	01/29/2020	87997	Solutions Electric Inc.	271-790-930.000	1,289.89
01/20	01/29/2020	87997	Solutions Electric Inc.	271-790-930.000	154.30
01/20	01/29/2020	87997	Solutions Electric Inc.	271-790-930.000	1,475.51
01/20	01/29/2020	87998	Spectrum Business	101-345-850.000	61.60
01/20	01/29/2020	87998	Spectrum Business	514-587-802.100	120.26
01/20	01/29/2020	87998	Spectrum Business	101-789-850.000	13.22
01/20	01/29/2020	87998	Spectrum Business	101-345-850.100	173.60
01/20	01/29/2020	87998	Spectrum Business	101-770-850.000	104.98
01/20	01/29/2020	87998	Spectrum Business	101-770-850.000	40.33
01/20	01/29/2020	87998	Spectrum Business	582-588-850.000	94.99
01/20	01/29/2020	87999	STATE OF MICHIGAN DEPT OF TRANSP	592-020-342.000	17,555.11
01/20	01/29/2020	87999	STATE OF MICHIGAN DEPT OF TRANSP	592-025-343.000	2,593.75
01/20	01/29/2020	87999	STATE OF MICHIGAN DEPT OF TRANSP	582-020-360.000	14,792.87
01/20	01/29/2020	87999	STATE OF MICHIGAN DEPT OF TRANSP	202-451-802.000	5,283.25
01/20	01/29/2020	88000	Tetra Tech Inc	101-526-801.000	26.13
01/20	01/29/2020	88001	Tompkins, John	101-756-808.030	120.00
01/20	01/29/2020	88002	Tripp's Painting Inc.	271-790-930.000	1,770.00
01/20	01/29/2020	88003	Trophy Case, The	101-345-775.000	60.00
01/20	01/29/2020	88004	Valley City Linen	271-790-752.000	25.00
01/20	01/29/2020	88004	Valley City Linen	271-790-752.000	25.00
01/20	01/29/2020	88004	Valley City Linen	271-790-752.000	25.00
01/20	01/29/2020	88004	Valley City Linen	271-790-752.000	25.00
01/20	01/29/2020	88005	Van's Business Machines	271-790-751.000	88.23
01/20	01/29/2020	88005	Van's Business Machines	271-790-751.000	156.24
01/20	01/29/2020	88005	Van's Business Machines	271-790-751.000	145.50
01/20	01/29/2020	88006	VSP	101-172-724.000	26.88
01/20	01/29/2020	88006	VSP	101-201-724.000	95.76
01/20	01/29/2020	88006	VSP	101-208-724.000	19.88
01/20	01/29/2020	88006	VSP	101-215-724.000	39.76
01/20	01/29/2020	88006	VSP	101-265-724.000	11.98
01/20	01/29/2020	88006	VSP	101-268-724.000	23.32
01/20	01/29/2020	88006	VSP	101-345-724.000	448.58
01/20	01/29/2020	88006	VSP	101-400-724.000	16.46
01/20	01/29/2020	88006	VSP	101-441-724.000	80.53
01/20	01/29/2020	88006	VSP	101-754-724.000	13.24
01/20	01/29/2020	88006	VSP	101-756-724.000	36.57
01/20	01/29/2020	88006	VSP	101-770-724.000	65.24
01/20	01/29/2020	88006	VSP	101-773-724.000	8.06
01/20	01/29/2020	88006	VSP	101-789-724.000	15.62
01/20	01/29/2020	88006	VSP	204-481-724.000	66.64
01/20	01/29/2020	88006	VSP	271-790-724.000	117.04
01/20	01/29/2020	88006	VSP	514-587-724.000	31.92
01/20	01/29/2020	88006	VSP	582-588-724.000	114.24
01/20	01/29/2020	88006	VSP	592-549-724.000	117.88
01/20	01/29/2020	88006	VSP	592-560-724.000	39.76
01/20	01/29/2020	88007	WESTON, CHRIS	101-756-808.030	180.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
Grand Totals:					947,969.69

## Report Criteria:

Check.Date = 01/30/2020-02/12/2020

Check Number	Date	Name	GL Account	Amount
88008	02/05/2020	Fronczak, Matthew	582081642300	85.89
88009	02/05/2020	Gladiator LLC	582081642300	90.91
88010	02/05/2020	Gladiator LLC	582081642300	114.86
88011	02/05/2020	Hillside Club Apts	582081642300	21.34
88012	02/05/2020	Pritchett, David	582040285000	35.06
88013	02/05/2020	R & R Development	582081642300	337.18
88014	02/05/2020	Taylor, Alyssa	582040285000	40.63
88015	02/05/2020	West, Patricia	582081642300	54.55
88098	02/12/2020	Coe, Ezra & Aubrey	582040285000	38.00
88099	02/12/2020	Davis, Jeff	582588803000	42.10
88100	02/12/2020	Edwards, David	582040285000	40.71
88101	02/12/2020	Resort Township	701040274000	344.19
88102	02/12/2020	Tip Of The Mitt Watershed Council	582588803000	1,152.08
Grand Totals:				2,397.50



**BOARD:** City Council

**MEETING DATE:** February 17, 2020

**DATE PREPARED:** February 11, 2020

**AGENDA SUBJECT:** Annual Review of Economic Development Strategy

**RECOMMENDATION:** That City Council hear report and provide direction

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**Background** The Economic Development Strategy was adopted by City Council on February 20, 2017 as one of the requirements of the Redevelopment Ready Communities® (RRC) certification process and is required to be annually reviewed. The review is an opportunity to see what progress has been made, whether new goals or strategies should be incorporated, whether any changes to the priority redevelopment sites should be made, or other changes should be considered.

**Progress** The Economic Development Strategy identifies certain metrics that will be tracked annually to evaluate progress toward established goals. The primary goals are to create new private sector jobs and housing opportunities that will bring new wealth and drive economic growth in the community.

These goals are accomplished by:

1. Continuing support for the City's first-class park system and downtown area that define the community's unique sense of place.

**2019 accomplishments:**

- Completion of the Pennsylvania Park Restrooms.
- Construction on the Bayfront Park-Sunset Park stair tower began.

2. Partnering with other units of government and non-profit organizations to improve our regional transportation system and address regional housing issues.

**2019 accomplishments:**

- Staff worked with MDOT on design elements and coordination of the US 31 realignment.
- Staff works with the Little Traverse Bay Housing Partnership to identify and address barriers to housing construction.
- The Downtown Management Board continued trolley service to Bay Harbor and the Petoskey State Park.
- Staff worked through issues to enable a ferry between Petoskey and Harbor Springs.
- EMGO Ride completed its first year with 18,017 rides provided.

3. Working with developers on priority redevelopment sites to address needed housing and infrastructure such as a parking structure.

2019 accomplishments:

- **200 East Lake Street:** The new owner petitioned to rezone property to a PUD; Preliminary PUD was denied by the Planning Commission. No further action has been taken.
- **900 Emmet Street:** Staff met with three (3) development teams interested in the property for workforce housing and there is a current purchase offer on the property with housing as the intended use. Staff is also working with MDOT Rails Division on an appraisal of the rail corridor between Emmet Street and Washington Street, which would greatly enhance the site redevelopment.
- **Darling Lot:** Staff worked through the property concept process with the Mission North Team that was presented to City Council on February 3. Council has now indicated that only parking is desired on this property and that they do not wish to sell or partner to develop the site into a mixed use development.

There has been interest shown in redeveloping other properties, including the Baptist Church at 502 Michigan Street and other downtown buildings. It has been staff's understanding that the purpose of the priority sites was to focus redevelopment incentives on specific sites, rather than bringing forward every request for redevelopment incentives to Council for consideration. As it appears that MEDC does not prioritize identified priority sites for incentives they may offer other than pre-development assistance, staff is looking for direction from Council on how it wishes to adjust the identified sites, or whether it is willing to consider incentives for redevelopment at any site.

To help staff better understand the position of City Council with regard to redevelopment incentives, the enclosed matrix was developed. Staff requests that Councilmembers complete the matrix and return to staff for tabulation.

In addition, staff annually tracks data on home sales, building permits, business starts and closings, updated Census Data (American Community Survey) on population, income, poverty rates, and housing data. The year 2019 saw fewer residential building permits and fewer home sales than the past two years, except in Bay Harbor where sales numbers increased. New residential construction included \$1.3 Million in downtown upper story conversions and large commercial projects at McLaren Northern Michigan, Harbor Hall, North Central Michigan College, and the Bay Harbor Yacht Club maintained the need for construction workers.

**Action** Staff is looking for input and direction from City Council on economic development goals and strategies, as well as possible changes to the priority redevelopment sites. That is, if Council would rather handle requests on a case-by-case basis.

at  
Enclosures



What type of redevelopment incentive could you potentially support?				
<i>In concept, realizing much depends on actual project</i> 5 Strongly support 4 Support 3 Neutral 2 Don't support 1 Strongly oppose 0 No opinion			Tax Abatement (Neighborhood Enterprise Zone or Obsolete Property Rehabilitation District)	Payment in Lieu of Taxes (PILOT)
<b>Location</b>				
Downtown area				
Old Town Emmet Neighborhood				
Existing single-use areas (e.g., Bay Mall or Kmart Plaza)				
<b>Purpose</b>				
Job creation				NA
Low Income Housing (Income <60 up to 80% Area Median Income (AMI))				
Workforce Housing (80-120% AMI)				NA
Market Rate Housing				NA
In-fill, mixed use development				NA
Historic Preservation				NA
Environmental remediation			NA	NA
Public Infrastructure (streets, utilities, structured parking)			NA	NA
Private Infrastructure (structured parking, storm water management)				
Green infrastructure (renewable energy, storm water management)				
Convert a single use development into mixed use				
Feasibility studies	NA		NA	NA
Arts and cultural amenities			NA	NA

<b><i>In concept, realizing much depends on actual project</i></b> 5 Strongly support 4 Support 3 Neutral 2 Don't support 1 Strongly oppose 0 No opinion	<b>TIF (DDA, Brownfield or Corridor Improvement District)</b>	<b>Grant Match or Grant Guarantee</b>	<b>Tax Abatement (Neighborhood Enterprise Zone or Obsolete Property Rehabilitation District)</b>	<b>Payment in Lieu of Taxes (PILOT)</b>
<b>Duration of incentive</b>				
Up to 5 years	NA	NA		NA
Up to 10 years		NA		NA
Up to 20 years		NA		NA
20-30 years		NA		NA
30+ years				
Whatever it takes				
<b>INCREASE in Taxable Value at Project Buildout</b>				
\$1-2.9 Million				NA
\$3-4.9 Million				NA
\$5-9.9 Million				NA
\$10-20 Million				NA
\$20+ Million				NA



**City of Petoskey**

# **Economic Development Strategic Plan**

A Framework for  
Creating  
Businesses, Jobs  
and Housing

February 20, 2017

## Overview

This Economic Development Strategic Plan, hereafter referred to as the Strategy, is the result of the City of Petoskey's desire to better define and improve upon local economic conditions that affect the community and our overall economic development efforts. Stakeholder involvement in the development of this document included the Petoskey Regional Chamber of Commerce and the Downtown Management Board, as well as the Planning Commission and City Council.

The primary goal of the Strategy is the creation of new private sector jobs and housing opportunities that will bring new wealth and drive economic growth. The City will continue to vigorously pursue many economic development and redevelopment activities throughout the City. Because our economy is regional and not confined to our corporate limits we realize that there is much out of our control, but it is imperative that we leverage our strengths and capitalize on our unique opportunities to grow our piece of the economic pie. The City must also encourage, assist and partner with institutions and businesses, large and small, to achieve the same. And, while we recognize we may not have all the necessary resources to achieve every objective, we also realize we must undertake the implementation of this Strategy sooner than later.

An effective Economic Development Strategic plan should promote economic development and opportunity, foster effective transportation access, enhance and protect the environment, expand and diversify the housing stock, and balance the resources through sound management of development. The Strategy should take into account, and where appropriate, incorporate other planning efforts in the community. It should be useful as a guide for local decision making encouraging broad-based public engagement and commitment of partners.

More specifically, this Strategy will articulate a clear economic development direction providing five simple, but significant elements:

1. Articulating a vision/mission (Why do it?)
2. Defining strategy and tactics (What to do?)
3. Describing projects, initiatives, methods and means (How to do it?)
4. Identifying priorities (When to do it?)
5. Assignment of responsibility (Who will do it?)

Implementation of this Strategy will be integrated into daily operations of the City. The Strategy is supported and implemented by the active involvement of the entire City organization, including elected officials, management and all City departments. The City's employees understand the value of their contributions to the strategies and will align their work to support the City's economic growth. The City strongly recognizes the connection between an economic development strategy and a capital improvement. To this end, the City will identify capital improvement projects that are catalytic in the sense that they signal public sector support for private development in an area that may also link up with other initiatives. The City also recognizes that the high quality environment that is Petoskey takes the collective effort of the private and public sector through development processes and regulations that create a predictable expectation for excellence. Additionally, regional partners from business, education, labor, government and the community collectively play important roles in advancing the prosperity of the City.

The City of Petoskey and greater region have many economic strengths and opportunities. To fully succeed, the community must harness the City's resources and put competitive strengths to work while addressing any competitive disadvantages. With alignment, cooperation and clear direction we can fully realize our economic potential!

## **Economic Vision/Mission Statement**

Petoskey has historically been and will continue to be a resort community. Our abundant natural resources and historically significant places are our greatest assets. We will continue to protect and enhance these assets to maintain our position as a place for economic opportunity. From traditional employment options to entrepreneurial endeavors and development opportunities, Petoskey will be a fully supportive partner in private efforts to create local and regional prosperity. Where necessary, Petoskey will take steps to help create the physical and social environment conducive to economic success and wealth creation.



## **Economic and Demographic Data**

As a resort community within a larger regional economy, the basic demographic information provided by the U.S. Census only gives a partial picture of the Petoskey economy due to the amount of seasonal population and demand. Data from the recent City of Petoskey Master Plan update, as well as regional economic development strategies developed through Networks Northwest for the U.S. 131 Corridor Economic Development Strategy are provided here as a basic assessment of economic development related issues.

As indicated by the data below, the regional population growth is occurring outside the City limits. While the trend nationwide is for movement back to city centers, there is little new housing construction within the Petoskey city limits. A 2014 Target Market Analysis performed for Networks Northwest indicates that there is potential market demand for the “missing middle” housing type of around 348 housing units, 87% of which would be rental. Limited land availability in the City core means that new housing will likely be provided in multiple unit dwellings. The other area for future residential growth is Bay Harbor, but this will be high-end resort residential.

### **Population and Housing Trends**

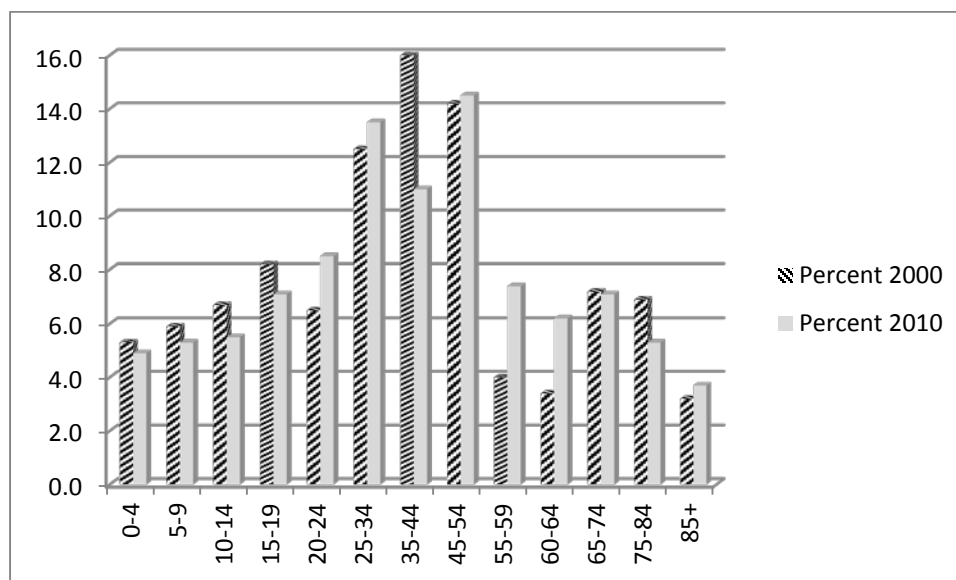
	<b>Core Place<sup>1</sup></b>	<b>Growth and Investment Area<sup>2</sup></b>
Total Population	5,803	14,568
% Change from 2000	-7.3%	+5.4%
Total Housing Units	3,853	8,514
% Change from 2000	0.5%	13.1%
Total Households	2,597	6,130
% HH without children	71%	67%

Source: US Census 2010; based on the US 131 Corridor Economic Development Strategy by Networks Northwest

<sup>1</sup>Core place includes the City of Petoskey and Bay View CDP Census Block Groups

<sup>2</sup>Growth and Investment Area includes the City of Petoskey, Resort Township, Bear Creek Township

National demographic changes are impacting the City and regional ability to maintain a workforce. As shown in the chart below the 55-64 age groups increased from 7.5% of the City's population in 2000 to 13.6% in 2010. The most current estimate (2011-2015 American Community Survey) puts this cohort at 14.8%.



Source: US Census

The comparison data below indicates that while the City has a higher median age than Emmet County and other area communities, its over-65 population is significantly less than other cities in the region. The City appears to have a competitive regional advantage for attracting an educated population as indicated by the table below, but also has a comparably low median household income. The scarcity of professional positions in the area has been identified as a challenge by large employers such as McClaren Northern Michigan that recruit employees of a dual professional household.

	<b>Petoskey</b>	<b>Harbor Springs</b>	<b>Emmet County</b>	<b>Boyne City</b>	<b>City of Charlevoix</b>
Population 65+	17.4%	40.4%	18.8%	15.9%	29.4%
Median Age	49	61	44.3	41.8	50.9
Percent Bachelor's Degree or higher	42.9%	37.2%	33.2%	24%	39.2%
Median HH income	\$37,556	\$45,000	\$51,018	\$43,226	\$32,060

Source: ACS Estimates 2011-2015

The 2011-2015 ACS estimates indicate an increase of employment over the 2008-2012 period with increases among private sector and self-employed workers.

### Class of Worker

Class of Worker	Number	Percent
Private Wage and Salary	2,525	79.9
Government	337	10.7
Self-employed in Own Un-Incorporated Business	290	9.2
Unpaid Family Workers	9	0.3

Source: 2011-2015 American Community Survey 5-Year Estimates

Recent labor force statistics show an improving employment rate, however, the City has not yet reached pre-recession job numbers. North American Industry Classification System (NAICS) data indicate the retail and accommodation and food services as the top two job creating industries over the past four years. Health Care and Social Assistance remain the industries in the City with the largest number of jobs, but saw a decline from 2010-2014.

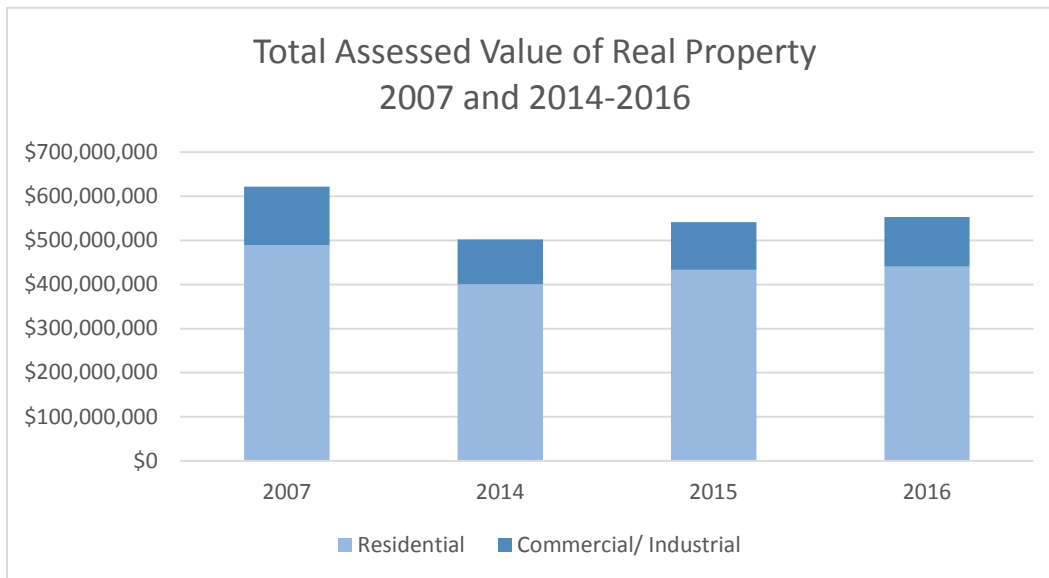
### Employment Sectors

NAICS Sector	Largest Job Sectors 2014	2010-2014 Job Growth	2010-2014 Job Growth Rank
Health Care and Social Services	2901	-114	17
Accommodation and Food Services	1450	652	1
Retail Trade	1408	131	2
Education Services	493	-120	18
Administrative and Support and Waste Management and Remediation Services	359	-213	20

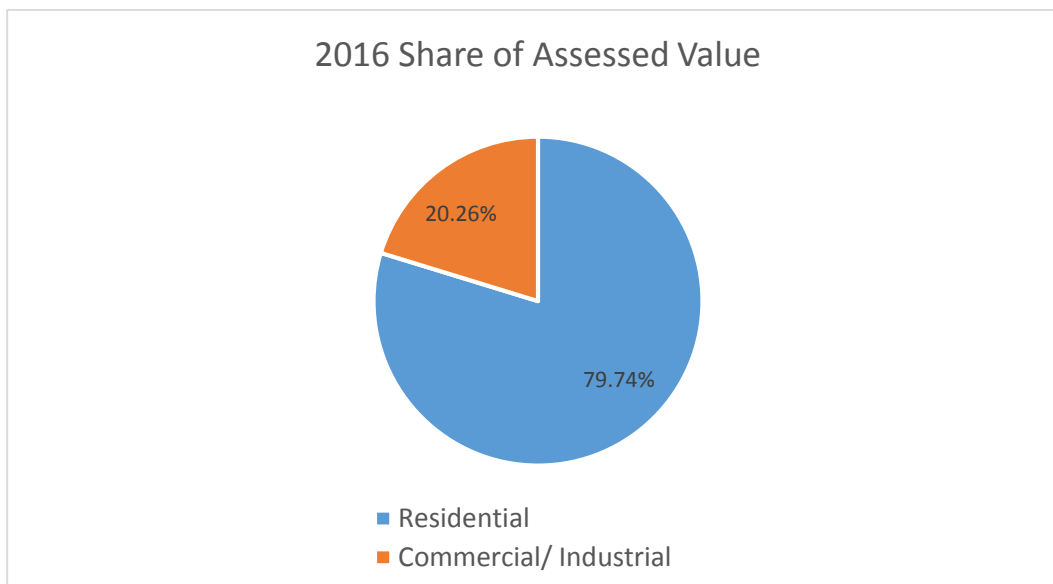
Source: Networks Northwest; US Census LEHD LODES V7.2 dataset

The strong growth in the hospitality industry is likely the reason for a 2.6% decrease in the Emmet County unemployment rate from 2014 to 2015 (492 persons) indicated by the most recent Benchmarks Northwest report. However, as these are low wage jobs, the issue of affordable housing is becoming more pronounced.

A common measurement of community economic condition is the total real property assessed value. The charts below illustrate the impact of the "Great Recession" on the value of Petoskey's real property, as well as the heavy reliance on residential development in a resort community. The City assessed value in 2016 is 11% less than it was at the height of the residential market around 2007, with a modest 4-7% increase over the past two years.



Source: City of Petoskey Assessor



Source: City of Petoskey Assessor

## **Opportunities**

Given the strong showing of the hospitality industry, Petoskey has a wide variety of unique attributes and opportunities for which the City can collaboratively partner with the private sector to leverage a wealth of natural resources, historic downtown authenticity, high quality infrastructure and unique sense of place to continue to serve and grow the service economy.

One such asset is the Petoskey Downtown Historic District consisting of commercial properties occupying portions of ten blocks in the central business district. Taken together, the community's districts and properties on the National Register Historic District are critical resources that define the physical history and heritage of the community.



Conscious preservation efforts and adherence to the City-adopted International Property Management Code (IPMC) will continue to ensure these resources remain viable for future generations creating that unique sense of place for both residents and visitors to enjoy.

Petoskey's rich arts and cultural resources continue to grow with the construction of the Great Lakes Center for the Arts to open in 2018. The venue will add to the area's ability to draw national and international acts, and received public support through the approval of a brownfield tax increment financing plan.

Pristine natural resources and high quality recreational opportunities abound throughout the community. Bayfront Park, with its spectacular vistas of Little Traverse Bay, is easily accessible from the downtown area by a five minute walk. Bayfront Park offers many green open space areas, a City marina, softball diamonds, picnic areas and many walkable trails. The park trail system serves as a pedestrian/bicyclists hub connecting to the Little Traverse Wheelway, Downtown Greenway Corridor, Bear River Valley Recreation Area and the North Country National Scenic Trail. This comprehensive trail system contributes to the City designation as "highly walkable" through Walkscore®, a national rating system. Lastly, Pennsylvania Park is also situated in the central downtown area and offers a quiet, shaded place for respite, picnics or community events.



### ***Transportation***

Proximity to two major state highways, U.S. 131 and U.S. 31, is also a key economic driver for the community. On average, 27,900 motorists per day travel the U.S. 31 Highway adjacent to the downtown area.

There is growing interest in reestablishing passenger rail service from Ann Arbor to Traverse City, with an ancillary route to Cadillac and Petoskey. Though repairs to the tracks may be necessary, the tracks are already in place and owned by the State, which significantly reduces startup costs and increases the likelihood of the rail's success. There appears to be widespread public support for the conceptual passenger line and it is marked as a goal by State transportation plans. Although the rail service will not begin for many years, Petoskey could potentially leverage the current railroad tracks in the community catering to a future rail passenger service.

Capitalizing on Petoskey's strong railroading history, the current railroad network could be a springboard for future growth of manufacturing. An inexpensive option for freight, rail plays an important role for industries within the Petoskey region. Demand for rail access from industries that need to ship large volumes of product throughout the State and beyond puts a premium on industrial properties with railroad access. The existing Clarion Road Transfer Station is currently used only by Petoskey Plastics, but is available for future industrial needs.



For alternative forms of transportation, the City has been a leader in non-motorized trail development, with portions of the Little Traverse Wheelway through Bayfront Park reaching 25 years of age. As part of the U.S. 131 Corridor Economic Strategy, we will work with neighboring communities and organizations such as the North Country Trail Chapters to make connections to larger regional trail systems such as the Iron Belle and market our trail resources. The infrastructure is in place, the next step will be to increase use of the system for transportation as well as recreational purposes.

The City Master Plan also contemplates the creation of a Little Traverse Bay passenger ferry that could connect the City with Harbor Springs and Bay Harbor. Such a ferry could provide commuter service as well as another activity for area visitors.

### ***Entrepreneurial Spirit***

Petoskey is an entrepreneurial community. Many small businesses have started in Petoskey and grown to be national in scope (e.g., Kilwin's and American Spoon Foods, Petoskey Plastics), while others open a downtown storefront and stay for generations (Cutlers, Grandpa Shorters, Circus Shop, Reid Furniture). We believe that being accessible and responsive as a local government helps these types of businesses thrive and we will continue to work with the Chamber of Commerce and Northern Lakes Economic Alliance to support entrepreneurs. The Petoskey Area Chamber of Commerce is actively working to identify, nurture and promote businesses that follow the "Conscious Capitalism" business model and we have many area examples of businesses that value the "Triple-Bottom-Line" value system (measure of sustainability that includes, social, environmental and financial factors). From the public side, we will continue to strengthen those aspects of Petoskey that make a high-quality place, creating an environment where our place-based businesses can succeed and in turn reinvest in the community they value.

### ***Education***

In addition to a strong education network through our private and public schools, Petoskey is home to North Central Michigan College that adds educational, cultural and recreational facilities to the community. The college has been instrumental in identifying and training the workforce needed by area industry through its FabLab, as well as providing the University Center partnership program that allows students to complete the first two or three years of a bachelor degree program at substantial cost savings.

The City has worked with the school system, college and Emmet County Road Commission to improve access to these campuses.

### ***Health Care***

There are many changes occurring in the health care industry, but the Petoskey area is fortunate to have a regional referral center in McLaren Northern Michigan. With nearly 1,700 employees, the presence of a high quality medical center in a community of our size is a great economic asset. The City will support the efforts of McLaren Northern Michigan to update its facilities and grow its portion of the regional health care economy.

### ***Public Utilities***

With the exception of natural gas, the City is the local utility provider. The local ownership of the electric utility has enabled the City to convert almost half of the electric lines to underground, improving reliability. The City has an Insurance Services Office (ISO) 4 rating, which puts the City in the top 15% of communities nationally and helps residents and business receive lower insurance rates.

Local control of public utilities can also serve as an opportunity to provide incentives for desired economic development projects.

### **Challenges**

Despite a vast array of natural resources, historic buildings, recreational amenities and strong sense of place, Downtown Petoskey, not unlike other Michigan communities, has its challenges. The seasonality of local economy is most likely the biggest impediment to further economic growth. Nevertheless, the Downtown Management Board, Chamber of Commerce and Petoskey Visitor's Bureau have mitigated some of the seasonal impacts by promoting the "shoulder seasons" as well as outdoor winter events, promotion of the City's Winter Sports Park and various marketing efforts to attract visitors to the downtown area during the winter months.

A shortage of housing-particularly rentals- that are affordable or available to all income levels is impacting the ability of businesses and industry to recruit skilled workers to the community. Petoskey's housing market is also heavily impacted by the seasonality of its economy whereby vacation rentals and seasonal housing take rentals and other housing stock off the year-round market. Even when seasonal homes are rented on a short-term lease basis during the winter months to families and the workforce, these homes come off the long-term rental market in the summer, as property owners move to the area for the summer and/or rent the property on a daily or weekly basis. This creates added pressure on the rental market, creating additional difficulties for those seeking affordable rental housing. Identifying locations for new housing development and working with potential developers is a role the City can play, as well as identifying possible incentive programs to develop affordable housing. However, affordable housing is an issue that truly needs to be addressed at the regional level given employee commuting patterns.

Public transportation is the other challenge identified by employers that goes hand-in-hand with the affordable housing crisis given the rural nature of the majority of Emmet County. There is an active effort underway to enhance the current system to address employment, shopping and service needs of residents. Such an endeavor would likely require a voter-approved transportation millage.

A challenge for downtown is lack of a covered public parking deck. Various parking studies cite a shortage of public parking for tourists in the busy summer months. Additionally, developers have anecdotally stated that a lack of covered parking in the wintertime is a main obstacle to investing in downtown housing opportunities. Construction of a covered parking deck would spur rehabilitation and investment in many now vacant or underutilized second and third-stories. Creating more year-around downtown housing options will stimulate the downtown economy and help to alleviate the seasonal nature of Downtown Petoskey, but structured parking is necessary both from a supply standpoint and a practical standpoint of covered parking in winter. A formal study has been commissioned to look at costs and initial designs of a parking deck at the Darling Lot on Michigan Street and the combined City and County lots on E. Lake Street.

The City will continue to strongly invest in community-wide infrastructure to spur future business opportunities, job creation and local tax base expansion. Over the years, the City has invested millions of dollars in the road network, parking amenities, parklands and local utilities. Future planned infrastructure improvements downtown include an extension of the Greenway Corridor to connect downtown and the Old Town Emmet Neighborhood, construction of a parking deck, expansion and renovation of the public bathrooms and widening of the Park Avenue sidewalk in Pennsylvania Park to accommodate outdoor dining options.

### **Strategy and Tactics Summary**

As the regional economic and cultural center, Petoskey has unique challenges and opportunities that economic development efforts need to address. Efforts in all areas will focus on promoting economic development that protects, enhances, and keeps relevant the community's natural, historic, social and cultural resources. These will include continuing support for our first-class park system and downtown area that define the community's unique sense of place, working with developers on priority redevelopment sites to address needed housing and infrastructure such as a parking structure, and partnering with other units of government to improve our regional transportation system. A summary of the many economic development tools the City has used in the past is attached as Appendix A, and the City is open to other programs as they present themselves.

The public sector will continue its investment in the downtown to create an appealing public realm. Public investments in physical improvements and other programmatic commitments are intended to set the stage for the high quality environment that defines Petoskey, providing opportunities for new private investments where there exists under-utilized or vacant land or buildings.

Future development will contribute to the unique sense of place, reflecting the culture and history of the community while promoting a wide array of mixed uses, quality pedestrian environments and scale of buildings. Redevelopment and in-fill development will be sensitive to their context relative to scale, character and placement and should have high community appeal and acceptance.

### **Redevelopment Priorities**

Through public meetings with both the Planning Commission and City Council, City officials agreed to focus on three main geographical areas within the City for economic redevelopment efforts. These areas could enhance the area's ability to absorb future growth in the hospitality sector, allow for small scale manufacturing and create various levels of housing. The areas and specific priority sites are detailed further in Appendix B.

1. **Downtown Petoskey** – Downtown Petoskey is bounded by Michigan Street on the south, Emmet Street and U.S. 31 on the west, Rose Street on the North and Division and Waukazoo on the east. The following projects will be undertaken over the next six years as detailed in the 2017-2022 Capital Improvements Plan to entice further economic development activity. Additional projects may be identified during the update of the Downtown Strategic Plan in 2017.





The following projects will work to achieve our Strategy by enhancing downtown park and business amenities.

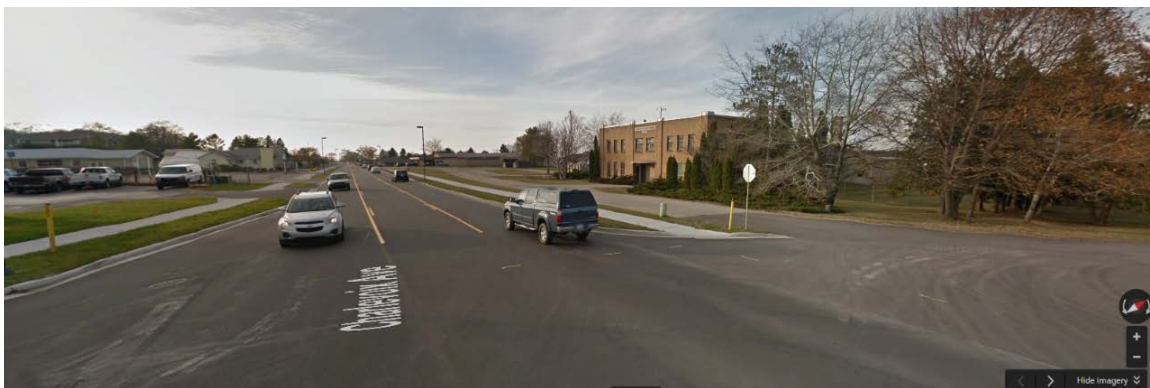
- Completion of the Downtown Greenway Corridor;
- Engineering and construction of a parking structure;
- Engineering and expansion of downtown restroom facilities;
- Repaving of East Lake Street, Petoskey Street and East Mitchell Street around 200 East Lake Street;
- Repaving of existing parking lots and installation of pay stations where appropriate;
- On the north end of downtown, U.S. 31 will be reconstructed by MDOT in 2019. As a critical entrance to downtown, the project will realign Lewis Street and create an improved access point for northbound traffic. The City will coordinate infrastructure work, as well as potential changes to Arlington Park and parking alignment.

2. **Old Town Emmet Neighborhood** – Generally bordered by Michigan Street on the north, Petoskey Street to the east, the Bear River to the west and Standish Avenue to the south. The neighborhood has a wide mix of uses from residential to industrial, and thus holds great potential for redevelopment. Projects discussed in the neighborhood plan and anticipated in future years include:

- Reconstruction of Emmet Street to improve pedestrian access and business parking (2017);
- Completion of the Downtown Greenway Corridor to connect the neighborhood to Downtown (2017);
- Improved access and amenities for Washington Park.



3. **US 31 and US 131 Corridor** – In recent years the City has worked closely with MDOT on implementation of an access management plan for the US 31 Corridor that was created in collaboration with Emmet County, Bear Creek Township and MDOT. Reconstruction of Charlevoix Avenue, and West Mitchell Street have improved traffic flow while enhancing pedestrian.



*Charlevoix Avenue/U.S. 31*

The City is currently coordinating with MDOT on the 2019 reconstruction and realignment of U.S. 31 from East Mitchell Street to the east City Limit. Given the Average Annual Daily Traffic (AADT) of these principal arterials ranges between 12,000 and 20,000, they are attractive locations for commercial development and therefore potential redevelopment areas. The City will continue to encourage mixed-use environments when working with property owners in these areas.

### **Monitoring Progress**

In addition to completing the projects identified, progress toward achieving the Strategy will be measured through collection of the following variables. Several of these are already tracked for the DDA District. The City Planner will coordinate collection of the information.

- Building permits – residential and commercial
- New and closing businesses
- Job creation and loss
- Home sales- number and values
- Demographics including population, income, poverty rates
- Public investment in parks, arts and culture

Monitoring efforts will be a critical component of evaluating the effectiveness of this Economic Development Strategy. Staff will track progress of the aforementioned variables throughout the year and develop a final progress report for City Council's review. Based upon overall yearly progress and completion of several capital improvements projects, the Economic Development Strategy may be updated in future years to focus efforts on other areas of the City.

## APPENDIX A

### ECONOMIC DEVELOPMENT TOOLS UTILIZED BY THE CITY OF PETOSKEY

<u>UTILIZED</u>	<u>YEAR</u>	<u>PROJECT</u>	<u>OUTCOME</u>
Downtown Streetscape	1995-1996 2007	Downtown Streetscape; East Mitchell Street islands	Continual efforts at improving pedestrian and biking amenities
Downtown Cooperative Advertising	1992		
Downtown Development Authority Created	1993		
Principal Shopping District/DMB Created	1994		Downtown Assessment created to fund activities
Downtown Wayfinding	2004		
Downtown Branding & Marketing	2008		
Tax Increment Finance Authority	1985 2004	Waterfront TIF; Downtown Parking Structures TIF	Redevelopment of Bayfront Park; Bear River Valley
Downtown Façade Grants	2009	Façade improvements throughout downtown	\$93,400 expended from Parking Fund to achieve \$382,900 in building improvements
Economic Enhancement Study and Downtown Plans	1997 2007 2013	Hyett Palma; Downtown Blueprint (Cool Cities designation); Downtown Strategic Plan	
PILOT (Payment in Lieu of Taxes)	1977 1991 2008	Riverview Terrace; Harbor Village Senior and Family; Little Traverse Woods	172 senior and 114 family affordable units
Brownfield TIF	2000 2004 2016	Petoskey Manufacturing site; Great Lakes Center for the Performing Arts	Superfund site reclamation into 17 condominium units. Beginning value \$97,000, current taxable value \$2.25M
Waterfront Redevelopment Grants; Brownfield Grants	2000 2016	200 West Lake Street Condos; Petoskey Pointe	See above
DDA Redevelopment Liquor License	2011		3 licenses issued (Twisted Olive, Thai Orchid, Cigar Bar)
Rental Rehab	2014	Rehab existing housing units	7 rental units to be renovated
CDBG for Blight Elimination	2015	Grant Application for 316-318 East Lake Street – in process	Rehab vacant upper story to 6 units
Industrial Facilities Tax Exemptions (IFTs)	2007 2009	Cygnus, Demmer, Kilwins	Jobs retained/created
Personal Property Exemptions	2009	Kilwins	Jobs retained/created

<b><u>UTILIZED</u></b>	<b><u>YEAR</u></b>	<b><u>PROJECT</u></b>	<b><u>OUTCOME</u></b>
Site Conceptual Plans Developed	2007 2015	Blueprint Petoskey Charrett; Old Town Emmet Neighborhood Workshops	Conceptual plans developed for redevelopment sites
<b><i><u>Grants for Placemaking</u></i></b>			
Natural Resources Trust Fund		Little Traverse Wheelway; Downtown Greenway Corridor; Skyline Trail acquisition	
TEA Programs through MDOT		Little Traverse Wheelway; Waterfront Redevelopment including pedestrian tunnel	
Water and Land Conservation		Marina	
<b><i><u>Programs Explored but not enacted</u></i></b>			
Neighborhood Enterprise Zone	Discussed in 2011	To encourage new residential development downtown and in Old Town Emmet Neighborhood	
Main Street	2007	Declined invitation to be grandfathered in 2007	
Corridor Improvement District	2010	Discussed with Resort Township for US 31	
Local Historic Districts		Recommendation in Downtown Plans since 2007	



## Appendix B

### Priority Redevelopment Sites

#### **Downtown Petoskey**

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

#### **200 East Lake Street**

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



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

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

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

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

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

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

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

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

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

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

### **Michigan Street Parking Lot (Darling Lot)**

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



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

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

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

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



## **Old Town Emmet Neighborhood**

The area south of downtown, the Old Town Emmet Neighborhood is another area the City will encourage redevelopment. Historically, the Old Town Emmet Neighborhood held many industries that took advantage of the Bear River, including several mills and power generating plants. The area has ten properties currently listed on the National Register of Historic Places, with many others that meet the criteria to be placed on the register. Emmet Street bisects the neighborhood and was historically the main road into Petoskey from the south. As a major collector thoroughfare, the street continues to carry significant traffic with an average of 5,400 for daily traffic counts. The “four corners” of Emmet and Washington Streets is the commercial center of the neighborhood and has most recently been known for its cluster of resale shops. The corner also houses a convenience store.



Of specific interest for redevelopment in the next 2-5 years is the property at 900 Emmet Street that formerly housed Hankey Lumber Company and is now owned by Gruler's Pet Supplies.

### **900 Emmet Street (Gruler Property)**

Zoning:	B-2B Mixed Use Corridor
Allowed uses:	Mixed residential, commercial
Adjacent uses:	Residential, commercial, industrial
Approximate Size:	~ 1.3 acres
Utilities:	All utilities available in adjacent streets
Location attributes:	Adjacent to high volume collector and rail; mixed-use site concept developed; potential for expansion of Downtown Greenway Corridor along tracks



The one block area has been the focus of economic development efforts for many years and is poised for private redevelopment. In 2013, the City developed, *"The Old Town Emmet Neighborhood Plan"* that addressed several challenges and opportunities for economic growth and creates a specific road map for private/public investments.

Building upon the momentum created through the 2013 Neighborhood Plan and follow-up public workshops to focus on the Emmet Street streetscape, the City will be undertaking major capital improvement projects in 2017 that will directly benefit the Old Town Neighborhood. The project will fully reconstruct the street, maintaining on-street parking for businesses while tying the neighborhood into the Downtown Greenway Corridor. Once constructed, the Downtown Greenway Corridor will connect the Emmet Street neighborhood with downtown Petoskey, Little Traverse Wheelway, Bear River Valley Recreation Area, and the North Country National Scenic Trail.



The City is fully committed to investing heavily in infrastructure improvements in this area in hopes of stimulating growth in the coming years for the Old Town Neighborhood. It is through public investment that the City can create unique public/private partnerships to spur future business and housing opportunities, job creation and building the local tax base.

The current zoning of Mixed Use Corridor aligns accurately with the overall concept of balancing future residential and commercial development that contributes to the unique sense of place while reflecting the culture and history of the neighborhood. Redevelopment should include a quality pedestrian environment with buildings built on a similar scale to the existing neighborhood that preserve the unique residential aspect of the Emmet Corridor. This current zoning district promotes commercial and retail businesses on the first floor with housing opportunities for second and third floor buildings. The City strongly encourages development of a wide range of housing-both type and price- to cater to diverse populations of future residents.



Incentive programs that may be available to property owners include the **Neighborhood Enterprise Zone (NEZ)** program which provides a tax incentive for the development and rehabilitation of residential housing to spur development and rehabilitation of residential housing where it may not otherwise occur. This program can reduce the taxes on property for up to 15 years in designated areas to promote the revitalization of those neighborhoods by creating a NEZ. The City would need to initially approve the NEZ District before any tax incentives are executed.



Further south and adjacent to the river is a large tract of former industrial land-the Poquette property and Continental Structural Plastics. It is currently home to several contractor businesses, but is seen as a longer-term redevelopment site given the success of the Bear River Valley Recreation Area across the river. It is a site that would likely have significant remediation costs and would therefore be a priority location for a Brownfield TIF.

The Old Town Emmet Neighborhood has many attributes to be built upon creating great potential to transform the neighborhood to a vibrant, pedestrian-friendly and diverse neighborhood where small shops and a wide array of housing opportunities exist side by side. The City will continue to prioritize this area to incent development through economic development initiatives and strong investment in public infrastructure. The Public Works Director, City Planner and City Manager are fully committed to seeing this area to its full potential.

### **U.S. 31 Northside Petoskey-KQC Property**

#### **900-1000 Bay View Road (KQC Property, formerly the Tallberg Site)**

Zoning:	B3 General Business
Allowed uses:	Commercial, residential
Adjacent uses:	Parkland, commercial
Approximate Size:	3 acres +/-; significant elevation change
Utilities:	All utilities available including 3 phase electric
Other:	In Waterfront TIFA District
Location attributes:	Excellent views of Little Traverse Bay, Adjacent to Bayfront Park and Little Traverse Wheelway



The third priority location for redevelopment in the next 2-5 years has been vacant or underutilized for 15 years. However, given its location on U.S. 31 and excellent views of Little Traverse Bay, it is seen as a logical redevelopment site. The site was chosen by the Planning Commission and City Council as a high priority redevelopment site due to its long-term underutilization and appearance on a heavily travelled corridor.

With over 22,000 average daily vehicle trips on US 31 and expansive views of Little Traverse Bay, the lot is a prime location for a mix of residential and commercial development.

The City may consider incentives to preserve public viewsheds on the property with the right mix of housing and commercial development. The property is adjacent to Bayfront Park and there is easy access to the popular Little Traverse Wheelway. The land is currently privately owned and no formal development plans have been discussed with City Staff. Nevertheless, both the City Manager and City Planner are fully committed to working with property owners on any future development plans.

In 2019, a major U.S. 31 Highway reconstruction project will be undertaken by MDOT. The project will encompass highway realignment and resurfacing, new underground utilities, sidewalk extensions, new LED lighting improvements, new signalization at McDonald Drive and expansion of green landscaped areas including tree plantings.



# 200 E LAKE STREET

**Current Owner**  
Petoskey Grand, LLC

**Current Zoning**  
B-2 Central Business  
District

**2019 SEV**  
\$1.14M

**Possible Incentives**  
Brownfield TIF

**Utilities**  
*Electric, Water, Sewer*  
City of Petoskey  
*Gas*  
DTE Energy  
*Fiber/Broadband*  
Charter, AT&T

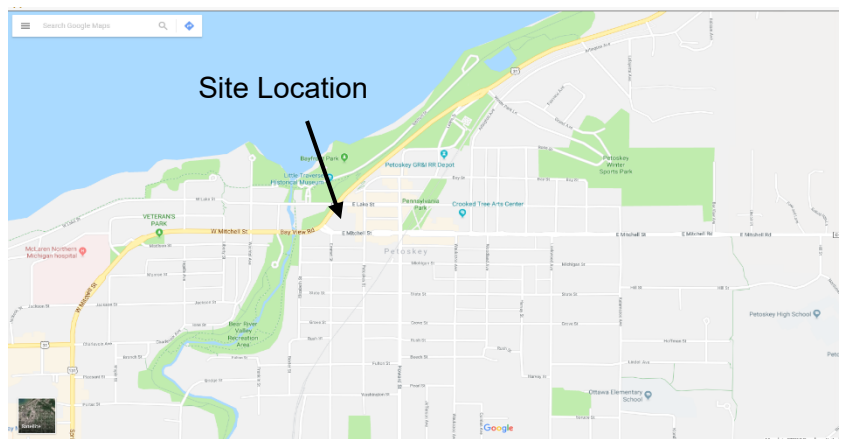
For additional information please  
contact:

Larry Rellinger  
231-838-6050



Rob Straebel, City Manager  
231-347-2500  
[rstraebel@petoskey.us](mailto:rstraebel@petoskey.us)

101 E Lake St., Petoskey, MI



Map data ©2018 Google



Emmet County data



## SITE SUMMARY

**Size:** A city block, just under 2 acres  
(Dimensions 269' x 285' +/-)

**AADT:** US-31 24,812 (MDOT 2016)

**Utilities:** New water and sewer lines installed  
(2007) in adjacent streets and stubbed to  
property.

The site is an entire city block on the west edge of the historic Downtown Petoskey fronting US 31 with excellent views of Little Traverse Bay. The property is development ready with all available utilities and excavated for the potential of underground parking.

The desired development outcome is a mixed use development built to the scale of Downtown Petoskey.

# Darling Lot – 421 Petoskey Street

## Parcel Numbers

52-19-06-277-018  
52-19-06-277-019  
52-19-06-277-020  
52-19-06-277-022

## Current Owner

City of Petoskey

## Current Zoning

B-2 Central Business District

## 2017 SEV

Municipally owned

## Possible Incentives

Brownfield TIF

## Utilities

Electric, Water, Sewer

City of Petoskey

Gas

DTE Energy

Fiber/Broadband

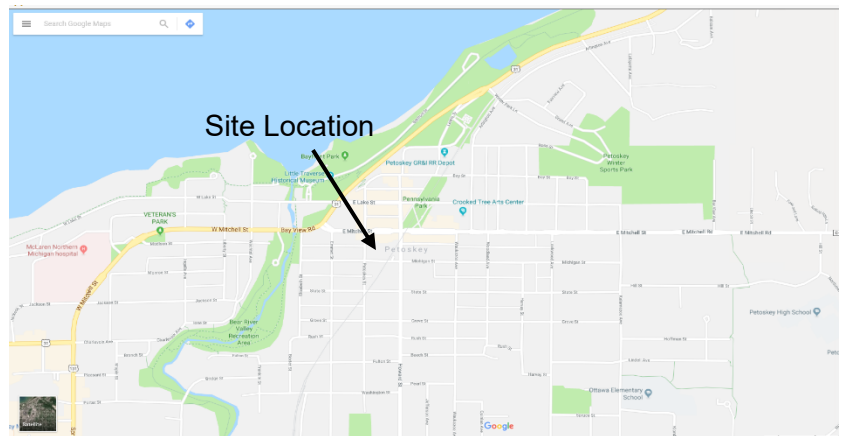
Charter, AT&T



For additional  
information,  
please contact:

Robert Straebel, City Manager  
231.347.2500  
[rstraebel@petoskey.us](mailto:rstraebel@petoskey.us)

101 E Lake Street  
Petoskey, MI 49770



Map data ©2018 Google



Emmet County data

## SITE SUMMARY

**This property is an existing municipal parking lot two blocks from US 31**

**Size:** ~35,500 Square feet

**Dimensions:** 145' x 217'+

The site is an existing municipal parking lot on the southern edge of historic Downtown Petoskey.

A parking structure feasibility study has been completed, as covered parking is the first priority for the site, possibly in conjunction with development of 200 E Lake which is a half block away.

An additional desired use for the property is workforce housing. A residential target market analysis for Emmet County and the City of Petoskey was completed in 2014 and can be found here:

<http://www.networksnorthwest.org/userfiles/filemanager/3509/>

# 900 EMMET STREET – GRULER SITE

## Parcel Numbers

52-19-06-402-016  
52-19-06-402-034  
52-19-06-402-038  
52-19-06-402-052  
52-19-06-402-072  
52-19-06-402-074

## Current Owner

Al Gruler

## Current Zoning

B-2B Mixed Use  
Corridor

## 2018 SEV

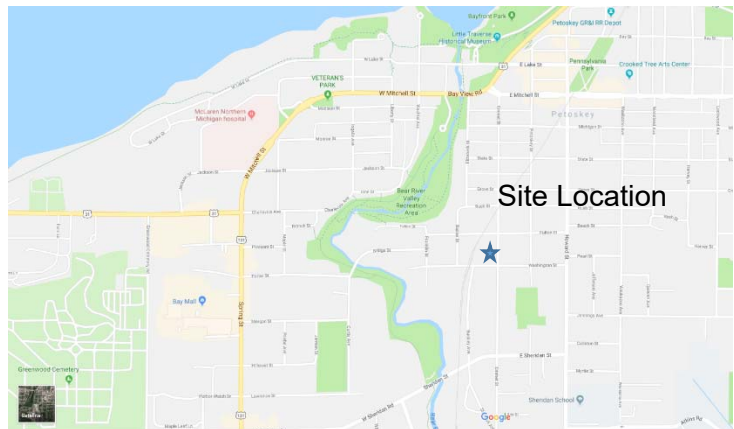
\$138,900

## Utilities

*Electric, Water, Sewer*  
City of Petoskey

*Gas*

*DTE Energy*  
*Fiber/Broadband*  
*Charter, AT&T*



Map data ©2018 Google

**Size:** Approximately .85 acres (Dimensions 272' x 153'+)

**AADT:** Emmet Street 4,472 (2014)

**Utilities:** Emmet Street was reconstructed in 2017 with all utilities stubbed to the property, including three-phase electric.

## SITE SUMMARY

The former lumber yard is within the Old Town Emmet Neighborhood and less than half a mile from the Central Business District. The property houses two pole barns but is mostly a vacant lot.

The site is connected to the Central Business District by the Downtown Greenway Corridor, a linear park with a 10' multi-use trail to be completed in 2018. The City invested \$1.5 million in the reconstruction of Emmet Street 2017, with all utilities stubbed to the property (including three-phase electric). The site is bounded by residential, commercial and industrial uses.

Given the proximity of the site to the downtown, the desired development outcome is a mixed use development that incorporates workforce housing and expansion area for Gruler's Pet and Farm Supply.

For additional information,  
please contact:

Al Gruler, Owner  
231-347-3432



101 E Lake St.  
Petoskey, MI

Amy Tweeten, City Planner  
231-347-2500  
[atweeten@petoskey.us](mailto:atweeten@petoskey.us)





**BOARD:** City Council

**MEETING DATE:** February 17, 2020

**DATE PREPARED:** February 11, 2020

**AGENDA SUBJECT:** Discussion/direction on Adding 200 Howard Street and 322 Bay Street as Priority Redevelopment Sites

**RECOMMENDATION:** That City Council provide direction on request

**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. In the past year, there has been progress on each of the three sites identified in the Economic Development Strategy, but based on interest in redevelopment of other areas as well (e.g., 502 Michigan Street, Parr Baptist Church), Council has indicated they want to review the sites for possible changes, which is a follow-up agenda item.

The current request is to include two adjacent properties in the Central Business District – 200 Howard Street and 322 Bay Street owned by Petoskey Land and Cattle Co., LLC, that are currently under contract by the development team Main Dock 7271. A detailed explanation of the concept for the properties is enclosed.



200 Howard



322 Bay





**Discussion** The concept indicates the new building would follow the B-2 District Zoning requirements, including a height of 3 stories, 40 feet, zero-lot line construction, first floor commercial space, upper-floor residential (20 units), and a building pattern of 25-foot bays. In addition, the development proposal includes enclosed parking for approximately 28 vehicles.

The building is proposed to be zero-lot line on all four sides, including adjacent to the City-owned Saville Lot. To construct the building as proposed, with windows and balconies on the west property line, the City would have to grant a 20 foot no-build easement from approximately 14 feet above grade upward along the east property line of the parking lot. This easement would be required by the International Building and Fire Codes for a building to be built with useable, non-fire-rated windows along the property line. Granting this easement would indicate that the City has no intention of ever selling its property or building to the lot line on its property, and that this would always be parking or open space.

Separate from the building, the development team has created a concept of how the Saville Lot could be decked to approximately double the number of public parking spaces even with the 20 foot easement. One level would be accessed from Bay Street and the second would be accessed from Shopper's Lane. This design would maximize parking on the small footprint by not requiring internal ramps.

**Action** Staff is looking for direction whether Council wishes to add these properties to the list of priority redevelopment sites, or if it wants to consider a request for incentives whether or not it is a priority site. Also, whether there are any specific criteria Council would want included to provide an incentive. Staff could then develop a site information sheet that would include possible incentive programs for consideration by Council.

The development team specifically wants to know if Council would grant a 20-foot easement along the east property line of the Saville Lot to allow for the residential windows and balconies at the property line, use of two (2) of the existing parking spaces for ingress/egress to their lower level parking, and whether Council would consider a Brownfield TIF for eligible activities, including environmental remediation and the private parking. A Brownfield TIF Plan could be created that would also allow the tax increment from the building to pay for the public parking deck on the Seville Lot, either at the same time as construction of the building or shortly thereafter.

at  
Enclosures

## **BAY STREET DEVELOPMENT – PETOSKY, MICHIGAN**

The development team of Main Dock 7271 has secured two properties in Downtown Petoskey, 200 Howard Street and 322 Bay Street commonly known as the Rug Shop and the Insurance Building. These properties are not prime locations in Downtown Petoskey and are not in good condition. The retail space fronting Howard is vacant and the street frontage on Bay is currently a blank space in the Downtown fabric.

This proposed redevelopment will transform this underutilized location into new viable commercial space and 20 new attractive residential living spaces. The Development has a new unique approach to Downtown redevelopment. The Bay Street Development will include interior heated parking for the new residential units. This adds to the value and desirability of residential units without imposing additional demand on current Downtown parking.

The Development will address another issue in Downtown Petoskey, the number of vacant storefronts and the large amount of surplus retail space. This plan will create appropriate storefronts on Howard and Bay which will front smaller retail spaces. These smaller leaseholds lend themselves to new start-up businesses creating new downtown vitality. The new residential units will add needed Downtown housing which brings additional 24-hour life to Downtown. With the indoor parking on site these units work well for year-round use.

The Development brings to the community \$10,000,000.00 in new investment. In order to bring about this investment available incentives are required to make the Development possible. We are proposing the use of a Brownfield Redevelopment Plan as the primary incentive to allow for the parking solution along with associated brownfield issues. This Brownfield Plan not only will provide for the project viability but opens up a great opportunity for the City of Petoskey to add new Downtown parking.

The existing Saville Lot adjacent to the project presents an option to create two level's of parking within the current footprint. This will almost double the number of parking spaces.

This Development will generate approximately \$180,000 annually in new tax revenue. With the participation of the MEDC in the project 100% of the new tax increment could be captured to fund the project's eligible activities as well as the additional City parking. This added City parking is not needed for the Bay Street Development but will support the existing Downtown business which are served by the Saville Lot.

One other need of the project is a "No Build" Easement in the adjacent 20' along the West property line of the Development parcel. This will allow for the western facing residential units to have open balconies and large windows along this face of the building. The Easement would not start vertically until the second floor line of the building. So the City land below is still useable.

The Bay Street Development includes all of the essential ingredients for creating a sustainable lively Downtown environment. It will bring new appropriate storefront spaces as well as bring 20 new households to the local Downtown economy. It will also add new architecturally appropriate streetscape to what is now somewhat of a disappointment in the Gas Light District experience.



# BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020

DEVELOPER: MAIN DOCK 7271



VIEW FROM CORNER OF BAY AND HOWARD



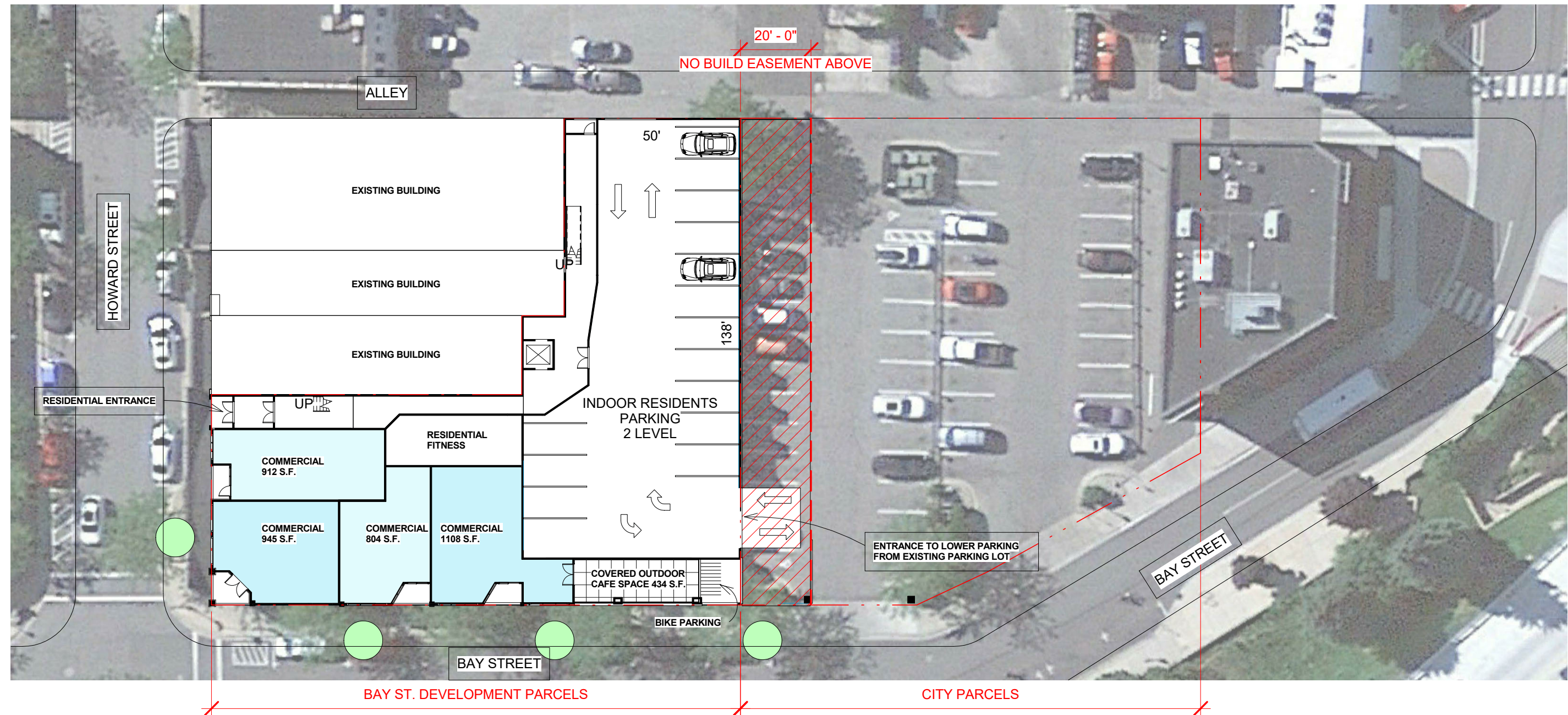
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# BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020



## OPTION A

### BAY STREET DEVELOPMENT

4 COMMERCIAL LEASEHOLDS (1ST FLOOR) 4,200 SQUARE FEET

20 APARTMENTS (2ND & 3RD FLOOR)

2 LEVEL INDOOR PARKING GARAGE (32 SPACES)

### SAVILLE PARKING LOT

RESURFACED WITH NEW LIGHTING

UTILIZING SAME FOOTPRINT AND EXISTING GRADES (ONE LEVEL)



OPTION A SITE PLAN WITH EXISTING SAVILLE LOT  
1" = 30'-0"



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BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020



HOWARD STREET

EXISTING  
SAVILLE LOT  
45 SPACES

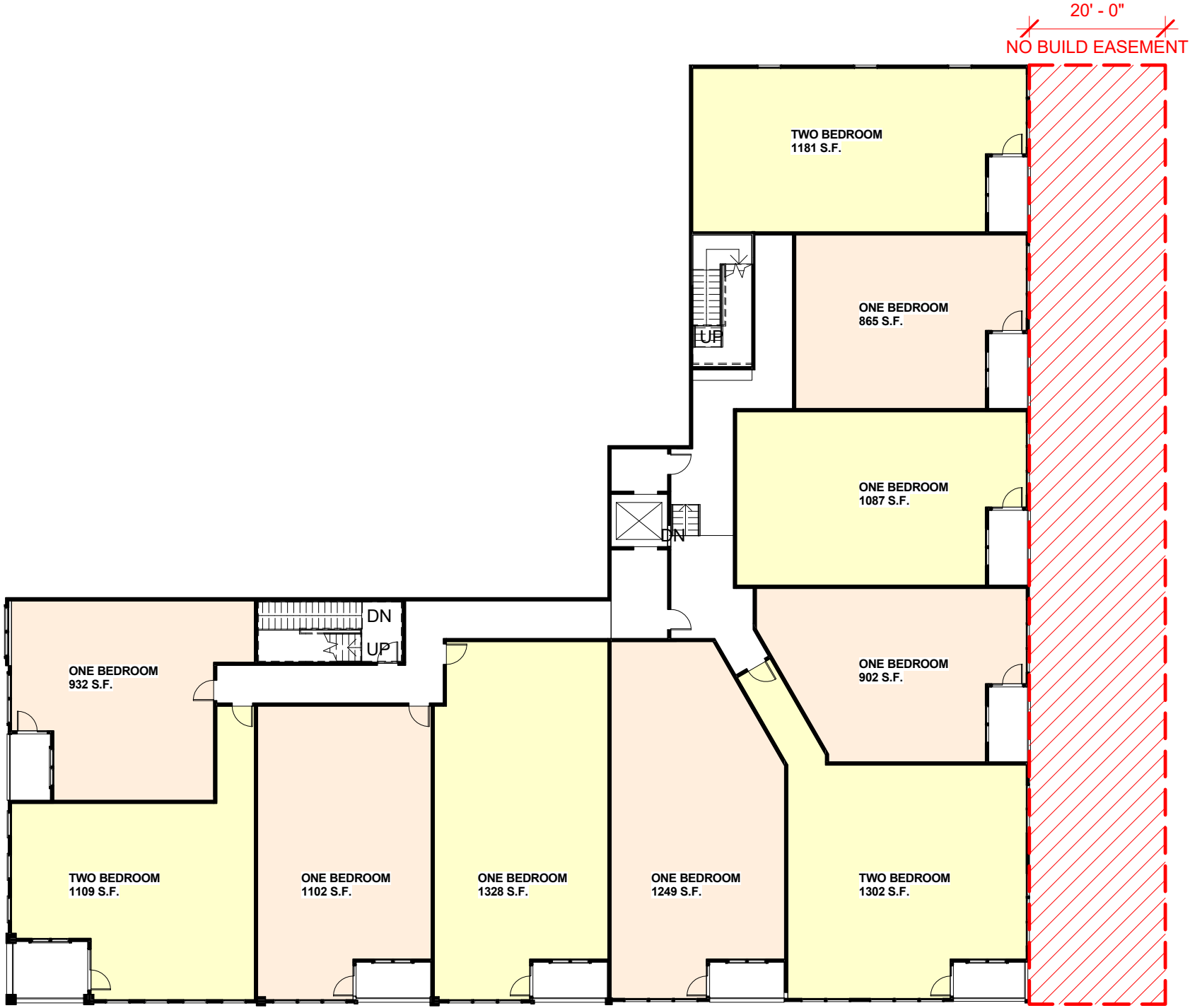
BAY STREET



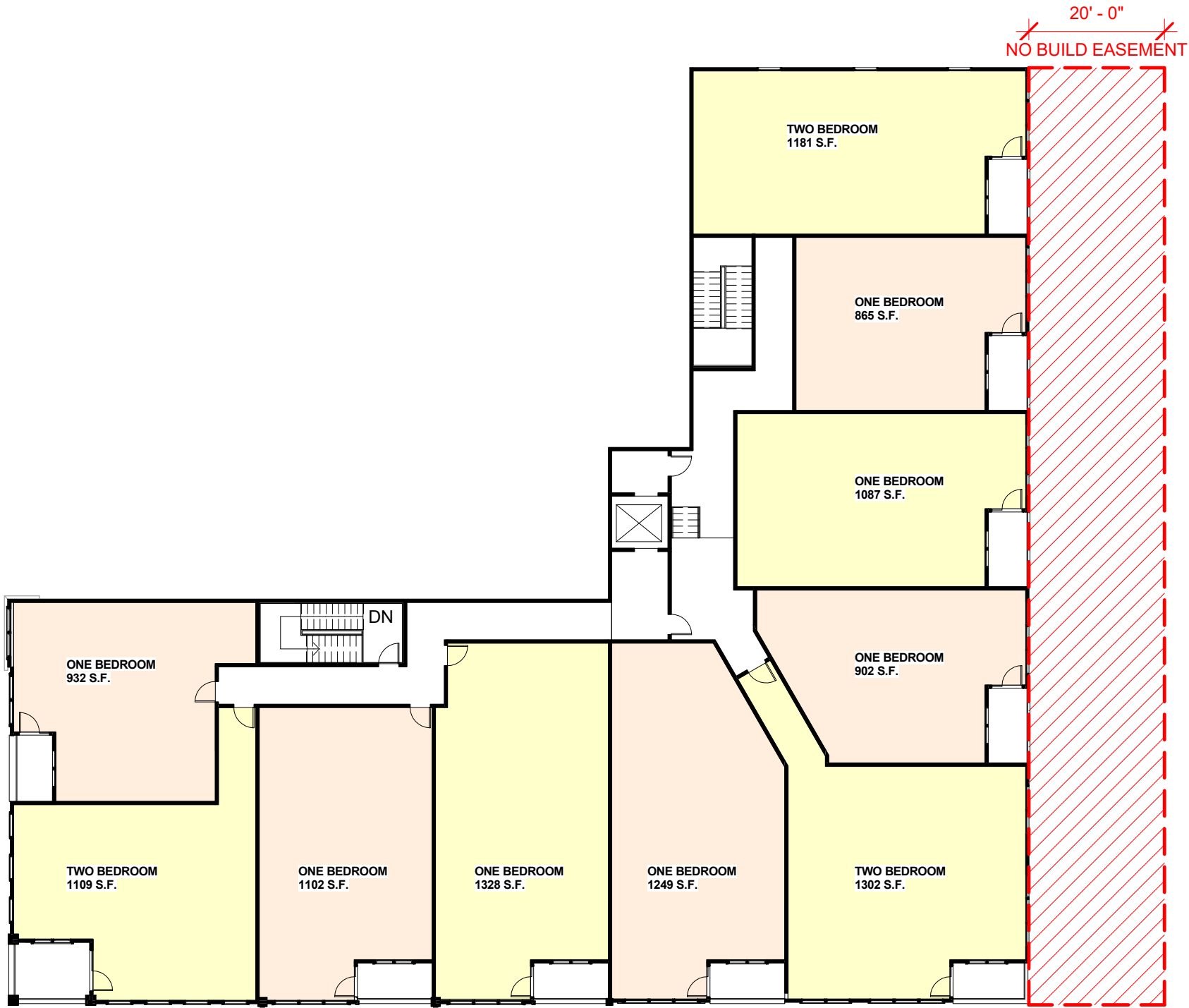
OPTION A LEVEL ONE (STREET LEVEL FLOOR PLAN)  
1" = 20'-0"

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OPTION A & B SECOND FLOOR PLAN  
1" = 20'-0"



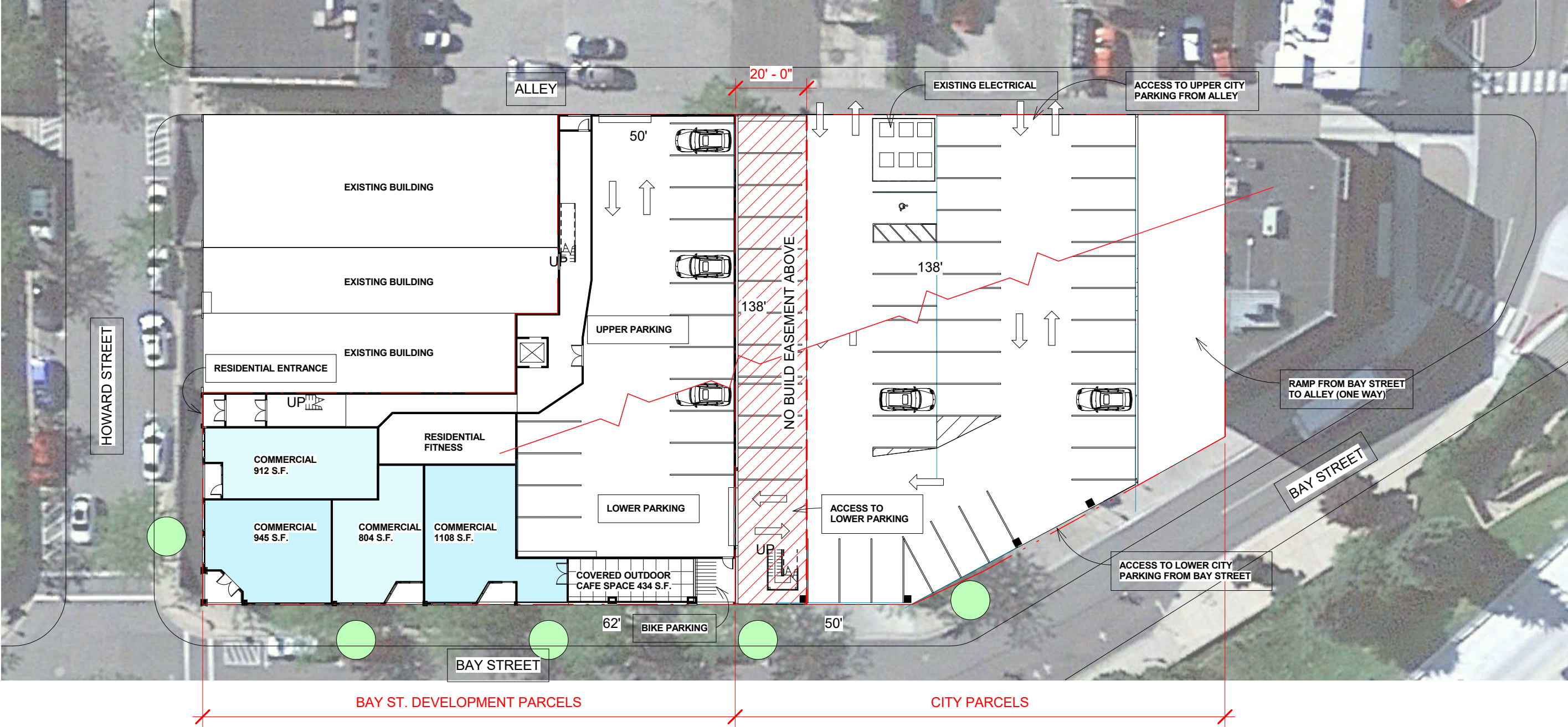
OPTION A & B THIRD FLOOR PLAN  
1" = 20'-0"



BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020



OPTION B

BAY STREET APARTMENTS

4 COMMERCIAL LEASEHOLDS (1ST FLOOR) 4,200 SQUARE FEET

20 APARTMENTS (2ND & 3RD FLOOR)

2 LEVEL INDOOR PARKING GARAGE (32 SPACES)

SAVILLE LOT PARKING STRUCTURE

2 LEVEL PARKING STRUCTURE WITH ACCESS FROM STREET TO LOWER LEVEL AND FROM ALLEY TO UPPER LEVEL (87 SPACES)



OPTION B SITE PLAN (UPPER LEVEL) WITH PROPOSED 2 LEVEL CITY PARKING  
1" = 30'-0"

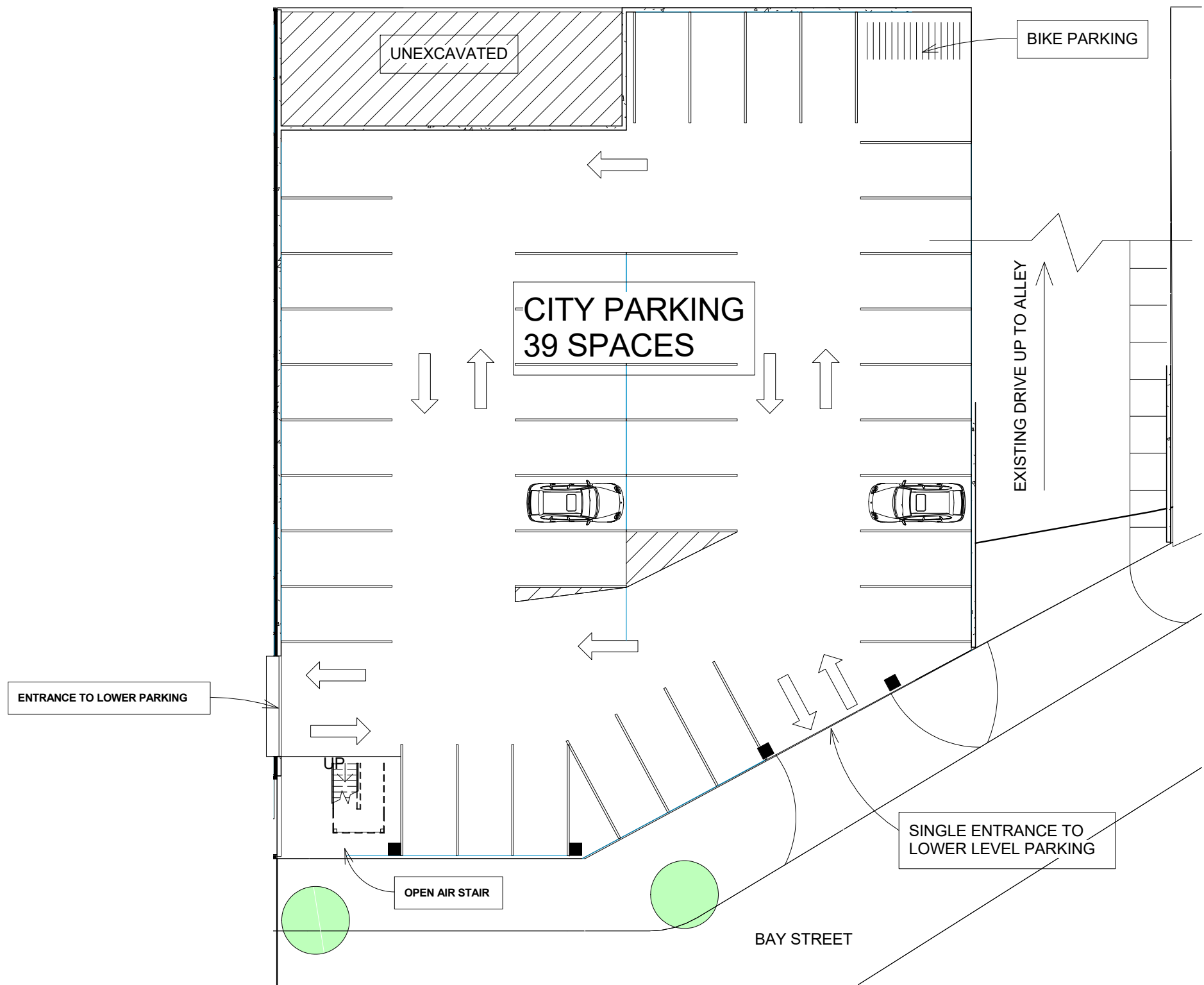


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BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020



CITY PARKING PARKING	
UPPER PARKING	48 SPACES
LOWER PARKING	39 SPACES
PARKING TOTAL	87 SPACES
EXISTING SPACES	45 SPACES
NET INCREASE	42 SPACES



OPTION B CITY LOWER PARKING LEVEL  
1" = 20'-0"

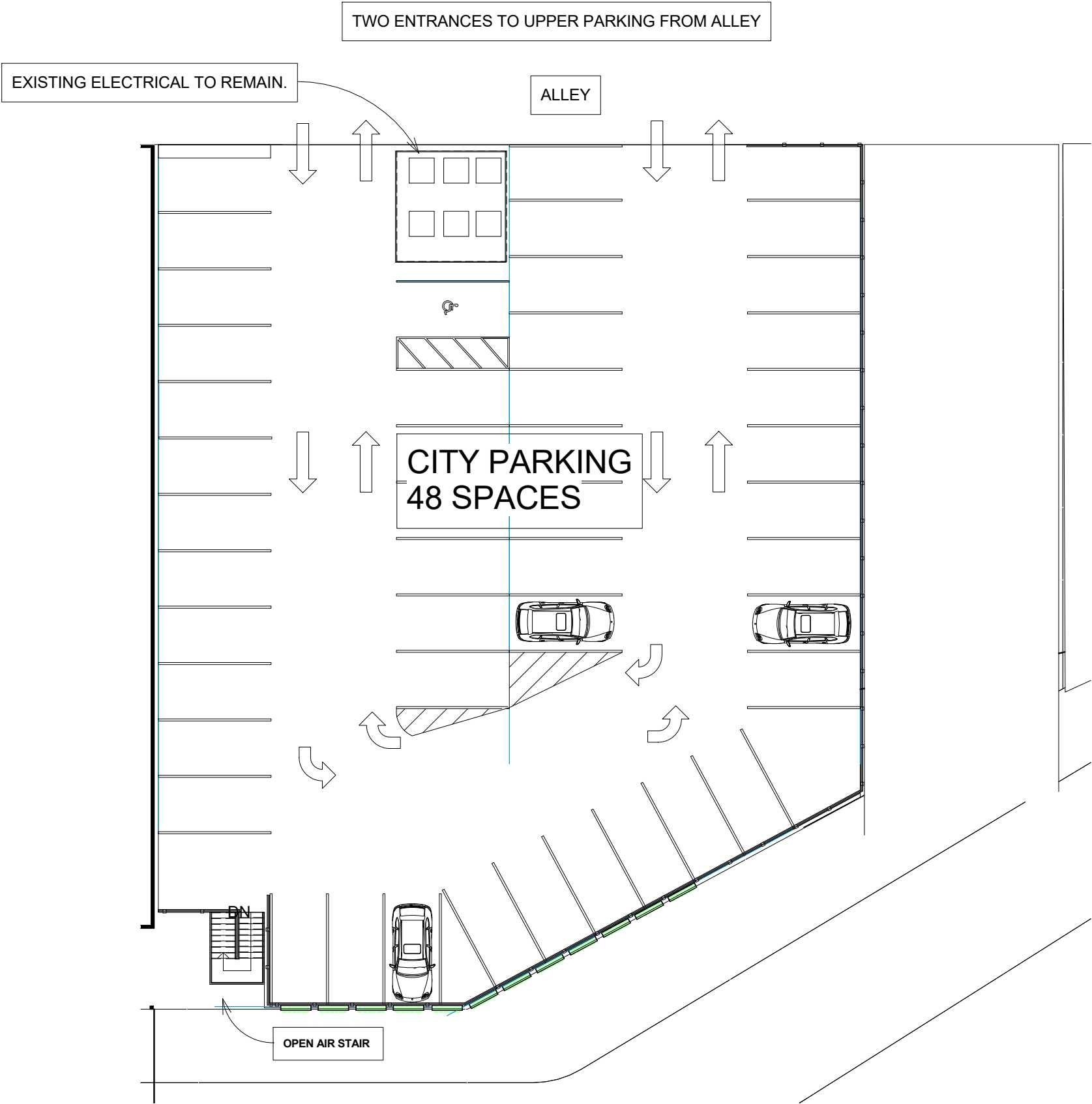


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BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020



CITY PARKING PARKING	
UPPER PARKING	48 SPACES
LOWER PARKING	39 SPACES
PARKING TOTAL	87 SPACES
EXISTING SPACES	45 SPACES
NET INCREASE	42 SPACES



OPTION B CITY UPPER PARKING LEVEL  
1" = 20'-0"

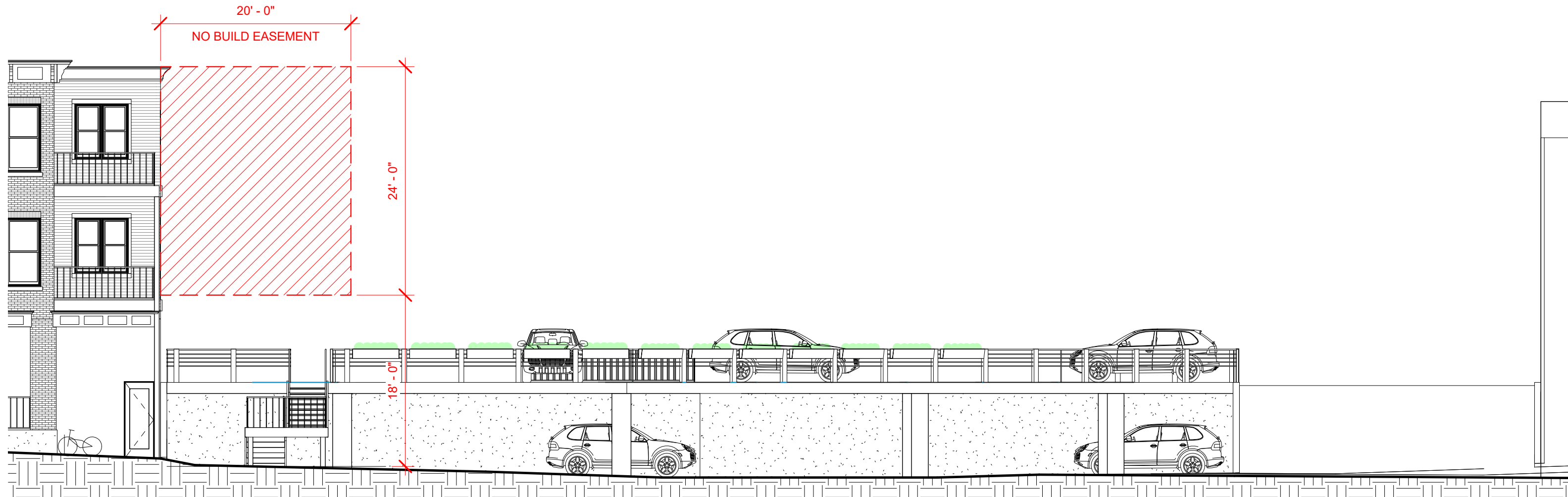


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# BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020



OPTION B CITY PARKING NORTH ELEVATION (BAY STREET)

1" = 10'-0"



# BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020



VIEW FROM HOWARD STREET



# BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020



VIEW FROM BAY STREET

OPTION B



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# BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020



OPTION B



# BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/11/2020



OPTION B



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** February 17, 2020

**DATE PREPARED:** February 12, 2020

**AGENDA SUBJECT:** Jackson Street Improvements

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

---

**Summary** The City's 2020 Annual Budget and Capital Improvement Plan included \$400,000 for the reconstruction of Jackson Street from West Mitchell Street to the hospital's Ring Road. The proposed project limits are labeled on the enclosed map. Street improvements will follow certain utility upgrades and include reconfigured curb lines, drive approach adjustments and sidewalk improvements to enhance pedestrian safety.

**Background** This project is a continuation of Jackson Street improvements that began in 2017 when McLaren Northern Michigan and the City signed a Letter of Intent agreeing to the extension of Jackson Street along with certain obligations. The hospital realigned Jackson Street, at their cost, from the hospital Ring Road west to Charlevoix Avenue, all as part of the hospital expansion project. With the new Jackson Street extension now complete and constructed per City specifications, the hospital will work with City staff and proceed with deeding the land to the City that ultimately will become part of the City's public street system. Benefits of the Jackson Street extension provides fluid access to all hospital campus facilities without entering the US-31 corridor and aligns Jackson Street with Cemetery Road for better traffic circulation.

**Scope** Utility improvements associated with this year's construction include water main and valve replacement; water service line investigations and upgrades; sanitary sewer main and manhole structure replacement; and replacement of storm sewer main and catch basin structures. Electric upgrades include new lighting and adjustments to existing underground systems. Street reconstruction includes new pavement with a total rebuild of subgrade base materials, curb and gutter replacement, new concrete approaches and new sidewalks.

**Specifications, Bids** Design review was performed by Beckett and Raeder, Inc., Ann Arbor and Petoskey; street layout, water and sewer utility engineering along with bid specifications were prepared by Benchmark Engineering, Inc., Harbor Springs; and electric work was reviewed and designed by GRP Engineering, Petoskey. Bid packets were made available on January 10, 2020; eight area contractors were invited to submit proposals; and five bids were received at a public opening on January 29, 2020.

<u>Bidder</u>	<u>Amount</u>
MDC Contracting, LLC Charlevoix	\$428,966.90
Tri-County Excavating Group, LLC Harbor Springs	\$456,816.08
Elmer's Crane & Dozer, Inc. Petoskey	\$518,443.45

J&N Construction, LLC Gaylord	\$566,407.00
Harbor Springs Excavating, Inc. Harbor Springs	\$589,740.86

**Note:** McLaren Northern Michigan will be participating in this project for costs associated with a "mill and fill" that will apply a new asphalt top coat to the Jackson Street extension. Cost for this work is estimated at \$45,636.20 and will reduce City costs to \$383,330.70, which is within budget.

Following review of the bids that were received January 29, 2020, City staff recommends that the City Council authorize contracting with MDC Contracting, Charlevoix, for this proposed project in the amount of \$428,966.90.

**Land Acquisition** With the completion of the Jackson Street extension by McLaren, the enclosed resolution would give authorization to the Mayor and City Clerk to sign legal documents to facilitate the transfer of land from McLaren Northern Michigan to the City of Petoskey, as prepared by the City Attorney and approved by the City Manager. Land to be transferred to the City will eventually be designated as part of the City of Petoskey street system for purposes of motor fuel tax reimbursement under P.A. 51 of 1951.

**Action** That City Council adopt the enclosed resolution that would:

- Authorize contracting with MDC Contracting, Charlevoix, for Jackson Street improvements in the amount of \$428,966.90; and
- Authorize the Mayor and City Clerk to sign legal documents as prepared by the City Attorney and approved by the City Manager, to accept a warranty deed for McLaren Northern Michigan property.

mr  
Enclosures



# City of Petoskey

## Resolution

WHEREAS, the City owns and maintains roads within the City limits, including Jackson Street; and

WHEREAS, the City, along with McLaren Northern Michigan signed a Letter of Intent in 2017 that allowed the hospital to extend Jackson Street from the hospital campus Ring Road to Charlevoix Avenue as part of the hospital expansion project; and

WHEREAS, the Jackson Street extension provides fluid access to all McLaren facilities without entering the US-31 corridor and aligns Jackson Street with Cemetery Road for better traffic circulation; and

WHEREAS, City staff recommended that City Council accept the low bid from MDC Contracting, LLC., Charlevoix, to perform street improvements; and

WHEREAS, McLaren Northern Michigan will be participating in this project for costs associated with a "mill and fill" that will apply a new asphalt top coat to the Jackson Street extension estimated at \$45,636.20; and

WHEREAS, McLaren Northern Michigan, at their cost, constructed and completed the Jackson Street extension per City of Petoskey Construction Standards and Specifications; and

WHEREAS, a portion of Jackson Street as extended is currently located on property owned by McLaren Northern Michigan; and

WHEREAS, McLaren Northern Michigan has agreed to convey property owned by McLaren Northern Michigan to the City of Petoskey now that the Jackson Street extension is complete:

NOW THEREFORE, BE IT RESOLVED, that the City of Petoskey City Council does hereby authorize contracting with MDC Contracting, LLC., Charlevoix, in the amount of \$428,966.90, for the reconstruction of Jackson Street from West Mitchell Street to the hospital's Ring Road; and

BE IT FURTHER RESOLVED, that the City of Petoskey City Council does hereby authorize the Mayor and City Clerk to sign legal documents as prepared by the City Attorney and approved by the City Manager, to accept a warranty deed for the McLaren Northern Michigan property.

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 17<sup>th</sup> day of February, 2020, 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 February, 2020.

---

Alan Terry, City Clerk





# LOCATION MAP

## 2020 Jackson Street Project





# City of Petoskey

# Agenda Memo

**BOARD:** City Council

**MEETING DATE:** February 17, 2020

**DATE PREPARED:** February 11, 2020

**AGENDA SUBJECT:** Planning Grant through the Coastal Healthy Habitat, Waters, and Communities Initiative for Solanus Mission Beach Improvements

**RECOMMENDATION:** That City Council consider approval of the contract with the Michigan Department of Environment, Great Lakes and Energy (EGLE)

---

**Background** Last June, the City, along with Beckett and Raeder, submitted a grant to the Coastal Healthy Habitat, Waters and Communities Initiative to assist with costs related to Solanus Mission Beach area. In January, the City was notified of the intent to award. The planning grant will cover up to 50% for feasibility studies, community engagement, and other planning partners. The Coastal Healthy Habitat, Waters and Communities is an opportunity through the Michigan Coastal Management Program that focuses on protecting coastal native vegetation, wildlife, water quality, erosion control while improving connections to the coast for public use and enjoyment. If successful, the Solanus Mission Beach project could be considered for future implementation funding. Enclosed is the proposed contract.

**Partners in the planning process:**

1. Beckett and Raeder and all subcontractors (Including Baird)
2. Tip of the Mitt Watershed Council
3. Little Traverse Bay Bands of Odawa Indians
4. Top of Michigan Trails Council
5. Petoskey Regional Chamber of Commerce
6. Disability Network of Northern Michigan

**Project Costs:**

Grant	\$10,000
City Match	<u>\$10,000</u>
Total Project	\$20,000

**Action** That City Council consider a motion to approve the planning grant contract with the Michigan Department of Environment, Great Lakes and Energy (EGLE) for the Michigan Coastal Management Program and authorize Robert Straebel, City Manager, or his designee to serve as the City's representative for this project.

kk  
Enclosure



**MICHIGAN COASTAL MANAGEMENT GRANT AGREEMENT  
BETWEEN THE  
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
AND THE CITY OF PETOSKEY**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Water Resources Division** ("State"), and **city of Petoskey** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to the Coastal Zone Management Act of 1972, as amended, P.L. 109-58 (16 U.S.C. 1451-1465 "Federal Act"). Legislative appropriation of funds for grant assistance is set forth in Public Act number **207 of 2018**. This Agreement is subject to the terms and conditions specified herein.

Project Name: Solanus Mission Beach

Amount of grant: \$10,000

Amount of match: \$10,360 = 50%

Start Date: January 1, 2020

Project #: 20-CHHC-001

% of grant state 0 / % of grant federal 100

PROJECT TOTAL: \$20,360 (grant plus match)

End Date: December 31, 2020

**GRANTEE CONTACT:**

Kendall Klingelsmith, CPRP, Director  
of Parks and Recreation

Name/Title

City of Petoskey

Organization

101 East Lake Street

Address

Petoskey, Michigan 49770

Address

231-347-2500

Telephone number

CV0047721 02

Vendor ID

Address ID

kklingelsmith@petoskey.us

E-mail address

38-6004583

Federal ID number

083067048

Grantee DUNS number

**STATE'S CONTACT:**

Karen Rae Boase, Coastal Habitat Coordinator

Name/Title

EGLE, Water Resources Division

Division/Bureau/Office

525 West Allegan, P.O. Box 30458

Address

Lansing, Michigan 48909-7958

Address

517-897-2060

Telephone number

517-241-9003

Fax number

BoaseK@Michigan.gov

E-mail address

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

**FOR THE GRANTEE:**

Signature

Kendall Klingelsmith, CPRP, Director of Parks and Recreation

Name/Title

**FOR THE STATE:**

Signature

Teresa Seidel, Director, Water Resources Division, EGLE

Name/Title

Date

Date

1/27/2020

## **I. PROJECT SCOPE**

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

## **II. AGREEMENT PERIOD**

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

## **III. CHANGES**

Any changes to this Agreement other than budget line item revisions less than 10 percent of the budget line item shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

## **IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

<b>Reporting Period</b>	<b>Due Date</b>
January 1 – March 31, 2020	April 30, 2020
April 1 – June 30, 2020	July 31, 2020
July 1, – September 30, 2020	*TBD
October 1, - December 31, 2020	January 31, 2021

\*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State, and also available on website at [www.michigan.gov/coastalmanagement](http://www.michigan.gov/coastalmanagement), shall be submitted to the State's contact at the address on page 1. The financial report shall specify total expenditures for the quarterly period and the cumulative totals to date. All required supporting documentation (invoices, proof of payment, etc.) for grant and match expenses incurred must be included with the reports.

(B) The Grantee shall provide a final project report in a format prescribed by the State.

(C) The Grantee must provide two copies of all products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by the Coastal Management Program, EGLE, Water Resources Division, per the guidelines provided by the program.

#### **V. GRANTEE RESPONSIBILITIES**

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

#### **VI. USE OF MATERIAL**

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

## **VII. ASSIGNABILITY**

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

## **VIII. SUBCONTRACTS**

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

## **IX. NON-DISCRIMINATION**

The Grantee and its sub-recipients or contractors and subcontractors, as applicable, shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against an employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, including a benefit plan or system or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, height, weight, partisan considerations, marital status, or a disability or genetic information that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

## **X. UNFAIR LABOR PRACTICES**

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

## **XI. LIABILITY**

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

## **XII. CONFLICT OF INTEREST**

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

### **XIII. ANTI-LOBBYING**

If all or a portion of this Agreement is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

### **XIV. DEBARMENT AND SUSPENSION**

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at [www.sam.gov](http://www.sam.gov) to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

### **XV. AUDIT AND ACCESS TO RECORDS**

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of five years after the final payment has been issued to the Grantee by the State.

## **XVI. INSURANCE**

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

## **XVII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

## **XVIII. COMPENSATION**

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the Contract & Payment Express website (<http://www.cpexpress.state.mi.us>).

(F) An amount equal to 25 percent of the grant award will be withheld by the State until the project is completed in accordance with Section XIX, Closeout, and Appendix A.

(G) The Grantee is committed to the match percentage on page 1 of the Agreement, in accordance with Appendix A. The Grantee shall expend all local match committed to the project by the End Date on page 1 of the Agreement.

## **XIX. CLOSEOUT**

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by

State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

## **XX. CANCELLATION**

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State, and the State will no longer be liable to pay the grantee for any further charges to the grant.

## **XXI. TERMINATION**

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract.
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees.
- c. Convicted under State or federal antitrust statutes.
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.



(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

## **XXII. IRAN SANCTIONS ACT**

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

## **XXIII. FEDERAL FUNDING REQUIREMENTS**

A maximum of 100% of total disbursements is funded with Federal Funding. The Catalog of Federal Domestic Assistance (CFDA) title is Coastal Zone Management Administration Awards and the CFDA number is 11.419. The federal grant number is NA18NOS4190162, and this grant is funded with Federal funds from the National Oceanic and Atmospheric Administration, United States Department of Commerce. By accepting this Agreement, the grantee agrees to comply with all applicable Federal statutes and regulations in effect with respect to the period during which it receives grant funding. These regulations include, but are not limited to the following:

### **(A) Single Audit**

Grantees spending \$750,000 or more in federal funds in their fiscal year shall have a single audit performed in compliance with 2 CFR 200.501(a). This audit must be performed and submitted to the Federal Audit Clearinghouse (<https://harvester.census.gov/facweb/>) within nine months from the end of the grantee's fiscal year, or 30 days after receiving the report from the auditors. It is the responsibility of the Grantee to report the expenditures related to this grant on the Grantee's annual Schedule of Expenditures of Federal Awards. **Please fill out attached form Certification of Federal Audit Requirements and return with this signed Agreement.**

(B) The Grantee will comply with the Hatch Political Activity Act, as amended, 5 USC §§ 1501-1508, and the Intergovernmental Personnel Act of 1970 as amended by Title (6) of the Civil Service Reform Act, 42 USC § 4728, which states that employees working in programs financed with federal grants may not be a candidate for elective public office in a partisan election, use official authority or influence to affect the result of an election, or influence a state or local officer to provide financial support for a political purpose.

### **(C) Historic Preservation**

Any project directed toward historic preservation will include timely consultation with the State Historic Preservation Office (SHPO), Department of History, Arts, and Libraries. Agreements will not be awarded before adequate consultation with this agency. No construction or repair work will be performed prior to obtaining clearance from SHPO concerning possible effects to archeological or historic resources.

For projects not primarily aimed at historic preservation, federal and state agencies, principally the State Historic Preservation Officer, may make recommendations pursuant to federal and state requirements for minimizing possible adverse effects on historic and archaeological resources. In consultation with the Project Manager, the Grantee for such a project will consider such recommendations and will take steps to avoid or mitigate possible damage as appropriate and feasible.

### **(D) Availability to Users**

Projects developed for public use with assistance from this Agreement shall be open to entry and use by all persons, regardless of race, color, religion, sex or national origin, who are otherwise eligible. Discrimination on the basis of residence, including preferential reservation or membership systems is prohibited, except to the extent that differences in admission or other fees may be

maintained on the basis of residence where local contributions to the project make such differences reasonable.

(E) Obligation of Grant Funds

Grant funds may not, without advance written approval of the Project Manager, be obligated prior to the effective date or subsequent to the end date of this Agreement. Obligations outstanding as of the end date shall be liquidated within 45 days. Such obligations must be related to goods or services provided and utilized within the Agreement period, except that reasonable costs associated with the Agreement closeout, e.g., final reports, may be incurred within a short time after the end date.

(F) Bonds

Contractors/subcontractors performing construction work costing \$1000 (one thousand dollars) or more shall furnish, in acceptable form, surety bonds in the amount of 100 percent of their respective contract sums under this agreement. These bonds will be security for faithful performance of this contract or subcontracts there under, and for payment of all persons performing labor and furnishing material in connection with this contract or subcontract there under. The agency receiving a subgrant under this agreement will secure evidence (e.g., a letter of certification from a reputable bonding company) that its construction contractors/subcontractors have obtained such bonds which will remain in effect for the duration of the project, or will otherwise arranged for an equally effective performance bond. The State will not pay any charge for such bonds additional to the face value of this contract/subgrant agreement.

(G) Guarantee

The public/nonprofit agency responsible for this project shall require each construction contractor/subcontractor to furnish a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the public/nonpublic agency responsible. Construction contractors and subcontractors shall provide such guarantees.

(H) Inspection

Construction contractors and subcontractors shall at all times permit and facilitate inspection of the work by appropriate representatives of the public/nonprofit agency responsible for the project and the State. Agencies responsible for projects shall include this requirement in all construction contracts and subcontracts.

(I) Operation and Maintenance

The subgrantee assures that property developed with assistance from this agreement will be kept reasonably safe, clean, and sanitary. Structures and improvements (trails, boardwalks, etc.) shall be kept in reasonable repair throughout their estimated lifetime.

(J) Unemployment Claims

The Grantee is liable for any valid unemployment compensation claims. No unemployment compensations claims will be paid from this Agreement. This provision does not prohibit standard allocations to unemployment compensation funds as part of the approved indirect cost/fringe benefit arrangements.

(K) Flood Insurance Requirements

Funds from this Agreement will not be used to assist the construction or acquisition in identified flood hazard areas for which the appropriate governmental unit has failed to comply with flood insurance purchase requirements under Sections 102(2) of the Flood Disaster Protection Act of 1973 (public Law 93-234), approved December 31, 1976.

## **XXIV. PROGRAM GENERAL PROVISIONS**

### **(A) Grant Acknowledgement**

All project work products must acknowledge financial assistance of the Michigan Coastal Management Program and the NOAA.

(1) This grant acknowledgement will include the EGLE, and the NOAA logos to be provided by the State and the following (or other mutually agreed upon) language: "Financial assistance for this project was provided, in part, by the Coastal Management Program, Water Resources Division, Michigan Department of Environment, Great Lakes, and Energy, under the National Coastal Zone Management Program, through a grant from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce."

(2) A view disclaimer is required for reports/videos in addition to the EGLE and the NOAA logos and financial acknowledgment language listed in the above paragraph. The view disclaimer shall include the following language: "The statements, findings, conclusions, and recommendation in this (report/video) are those of the (Grantee) and do not necessarily reflect the views of the Michigan Department of Environment, Great Lakes, and Energy or the National Oceanic and Atmospheric Administration."

(3) For press releases, newsletters, newspaper articles, graphic displays meant for public presentations and in other public forums, the EGLE and the NOAA logos may not be required; however, the funding source will be listed as the "Coastal Management Program, Water Resources Division, Michigan Department of Environment, Great Lakes, and Energy and the National Oceanic and Atmospheric Administration."

(4) The cover of the title page of, or other prominent place within, all reports, studies, or other documents, published or distributed electronically or hard copy, and acknowledgement pages of websites/web pages, that are supported in whole or in part by this award or any subawards shall acknowledge the financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration.

### **(B) Extensions**

In accordance with Section III - Changes, page 2 of this agreement, the Grantee shall submit to the State, for review and approval, written extension requests no less than 45 days prior to the end date of the Agreement. The Grantee shall provide justification for the extension and the requested new end date of the Agreement.

### **(C) Geospatial Data**

All geospatial data collected and/or produced for the purposes of this grant and put into a GIS layer must be provided, along with associated metadata (requirements described below), to the Coastal Management Program on a CD, DVD, or portable hard drive in ESRI's ArcGIS format (shapefile including appropriate projection file or geodatabase).

Grantee shall provide relevant information (e.g., expected dates of data collection, type of collection, flight lines, etc.) on the collection or production of geospatial data (e.g., information for GIS data layers, acquisition of topographic or bathymetric data or other remotely sensed data), to the State Contact as early as practicable and before data collection commences.

Grantee shall ensure the data and the planned acquisition activities are registered in Geospatial Platform ([geodata.gov](http://geodata.gov)) and comply with OMB Circular A-16, Coordination of Geographic Information and Related Spatial Data Activities at: [http://www.whitehouse.gov/omb/circulars/a016/a016\\_rev.html](http://www.whitehouse.gov/omb/circulars/a016/a016_rev.html). The grantee shall document all

new geospatial data it collects or produces using the metadata standards developed by the Federal Geospatial Data Committee (FGDC), and make that standardized documentation electronically accessible to NOAA, if requested. Current FGDC standards can be found at: <http://www.fgdc.gov/metadata/csdgm/>. Metadata that conforms to the proposed North American Profile of the ISO (International Organization for Standardization) 19115, which may be adopted by the FGDC, is also acceptable. To the greatest extent practicable, the recipient shall also, prior to the conclusion of the award, make the data collected publicly accessible online, except where limited by law, regulation, policy, or security requirements.

In accordance with the NOAA Data Sharing Policy, the Grantee shall ensure the geospatial data and information collected and or created under this Grant Agreement will be made visible, accessible, and independently to users, free of charge or at minimal cost. Information shall be made available in a timely manner and typically no later than two years after the data or information is collected or created except when limited by law, regulation, policy, or by security requirements.

(D) Prevent Spread of Invasive Species

The Grantee shall ensure that any field work conducted for this project, including construction activities, survey(s), educational, training or volunteer programs/activities will be conducted in accordance with appropriate, federal, state, and local laws and will follow recognized best practices and take the necessary steps to minimize the risk of spreading terrestrial and aquatic invasive species and to minimize the impact to the human environment during this project. The Grantee's selection of project-appropriate measures is required to take into consideration the type of work being conducted and the specific site situation, including the changes in risk level according to season and weather.

(E) Compensation

Grant payments will be made quarterly on a costs-incurred and paid only basis. Estimates of costs will not be accepted. The following is required when requesting a grant payment for incurred costs:

- A cover letter specifying the dollar amount
- Corresponding progress and financial reports for that quarter
- Copies of supporting documentation for grant and match expenses (invoices and receipts or other supporting documentation) for that quarter.

(F) Final Quarter Report Requirements:

Grantee shall submit to the State the Final Quarter Report no later than 30 days past the end date of the Grant Agreement.

The Final Quarter Report shall include:

- COVER letter from the Grantee requesting final payment and specify the dollar amount.
- ONE copy of a detailed narrative that describes all project tasks performed, including any special considerations or problems encountered.
- ONE progress report showing completion of all project tasks.
- ONE financial report showing all grant and match expenditures.
- ONE copy of invoices, receipts, or other documentation for grant and match expenditures incurred on the project.

All final work products shall be submitted to the state as hard copy and digitally on two CD/DVDs or a flash drive. E-mail submissions will not be accepted.

## APPENDIX A

### SECTION I: PROJECT DESCRIPTION

To support vibrant, healthy, and resilient communities, the City of Petoskey will conduct a planning project for the City of Petoskey (city) Solanus Mission Beach, located along Lake Michigan. The planning project will include the development of feasibility plans for the restoration of the coastal habitat, utilizing natural and nature-based solutions, improving the public's ability to enjoy the only beach with the city's boundary by providing universal access to Lake Michigan.

### SECTION II: PROJECT TASKS AND SCHEDULE

<b>Tasks</b>	<b>Jan-Mar 2020</b>	<b>Apr-June 2020</b>	<b>July-Sept 2020</b>	<b>Oct-Dec 2020</b>	<b>Work Products/Performance Metrics</b>
1) Conduct site inventory and analysis in accordance with the approved Data Sharing Plan.	X	X			Final Inventory and Analysis Report.
2) Conduct Public engagement with community stakeholders.		X	X		Meeting notes/minutes.
3) Develop design for interpretative signage.	X	X	X	X	Final design of interpretative signage.  Note grant acknowledgement must be reflected in all public documents.
4) Develop and submit draft feasibility plan to the State Contact for review 30 days prior to end date of grant agreement but no later than November 30, 2020.				X	Draft feasibility plan with graphics
0) Final feasibility plan.			X	X	Final feasibility plan with graphics.  Note grant acknowledgement must be reflected in all public documents.
5) Submit quarterly progress and financial reports to State Contact no later than 30-days past end of each quarter date.	X	X	X	X	Quarterly reports and reimbursement requests
6) Submit final project work products to State Contact no later than 30-days past the Grant Agreement end date.				X	Final project work products, final quarterly report, reimbursement request, and final narrative

Be advised that in the event that no activity occurs on the tasks of the project 90 days from the date of Grant Agreement execution, the State may take Termination actions in accordance with Section XXI.

### SECTION III: PROJECT BUDGET

See Attached Project Budget form.

MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY

WATER RESOURCES DIVISION  
MICHIGAN COASTAL MANAGEMENT PROGRAM  
PROJECT BUDGET

<b>Organization Name:</b> City of Petoskey					
<b>Project Name:</b> Solanus Mission Beach					
<b>Project Number:</b> 20-CHHC-001					
<b>STAFFING NAME &amp; TITLE</b>	<b>HOURS</b>	<b>RATE</b>	<b>GRANT AMOUNT</b>	<b>LOCAL MATCH AMOUNT</b>	<b>TOTAL</b>
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>			\$ -	\$ -	\$ -
<b>FRINGE BENEFITS</b>		<b>RATE</b>			
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Subtotal</b>			\$ -	\$ -	\$ -
<b>STAFFING AND FRINGE BENEFITS Subtotal</b>			\$ -	\$ -	\$ -
<b>CONTRACTUAL SERVICES</b>	<b>HOURS or UNITS</b>	<b>RATE or TOTAL</b>			
W.F. Baird, Inc.	70.00	\$ 135.00	\$ 4,725.00	\$ 4,725.00	\$ 9,450.00
Mackinac Environmental Technology	27.00	\$ 110.00	\$ 1,485.00	\$ 1,485.00	\$ 2,970.00
Beckett & Raeder, Inc.	42.00	\$ 120.00	\$ 2,340.00	\$ 2,700.00	\$ 5,040.00
Benchmark Engineering	29.00	\$ 100.00	\$ 1,450.00	\$ 1,450.00	\$ 2,900.00
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL SERVICES Subtotal</b>			\$ 10,000	\$ 10,360	\$ 20,360
<b>SUPPLIES &amp; MATERIALS (Itemize)</b>	<b>QUANTITY</b>	<b>COST</b>			
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>			\$ -	\$ -	\$ -
<b>EQUIPMENT (any item over \$6000)</b>	<b>QUANTITY</b>	<b>COST</b>			
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>			\$ -	\$ -	\$ -







**Michigan Department of Environment, Great Lakes, and Energy  
Certification of Federal Audit Requirements**

**Project Number:** 20-CHHC-001

**Subrecipient's Name:** City of Petoskey

**Subrecipient's Federal ID Number:** 38-6004583

**Subrecipient's Fiscal Year: Beginning Month/Day: Ending Month/Day:**

**Is your organization typically required to have a Single Audit performed in accordance with 2 CFR Part 200.501? (Do you expend more than \$750,000 in federal funds annually?)**

**Yes or No:**

**Subrecipient monitoring is performed by EGLE staff annually. Please provide a contact for audit-related questions.**

**Name:**

**Title:**

**Mailing Address:**

**Email Address:**

**Telephone Number:**



**BOARD:** City Council

**MEETING DATE:** February 17, 2020

**DATE PREPARED:** February 12, 2020

**AGENDA SUBJECT:** Tree-Planting Contract

**RECOMMENDATION:** That the City Council authorize contracting with David Hoffman Landscaping and Nursery, Inc., Petoskey

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**Background** The City's 2020 Annual Budget again included monies for planting of trees and shrubs within street green lawns and public spaces as new or replacement trees. The majority of the trees in this year's bid are earmarked for street projects that include Jackson and Kalamazoo. This tree planting initiative is part of the City's overall Forestry Program that includes trimming, maintenance and tree and stump removal of City owned trees.

**Extended Maintenance and Warranty** Tree contractors are furnished with tree water collection rings that are to be placed under each tree. Home owners are to be contacted and asked to fill once per week. Tree contractors are also required to water trees and provide an 18-month extended replacement warranty. The intent of this warranty extension is to encourage tree contractors to better water and fertilize trees to insure survivability.

**Procedure** Specifications were prepared based upon various state and national tree planting standards which include planting directives, maintenance requirements and defined tree warranty replacement periods. Contractors were asked to provide unit pricing on seven tree species/varieties of varying quantities totaling 90 trees. Contractors were also required to provide hourly pricing on equipment and labor, and unit prices for seed, mulch, sod and topsoil replacement, should these services be needed. Specifications and species were also approved with the city's contracted forester.

**Bid** The Tree Planting Program proposed for 2020 was formally advertised in the Petoskey News Review January 22, 2020; and on the City's website. Bids were received and opened on Tuesday, February 11, 2020.

<u>Bidder</u>	<u>Total</u>
David Hoffman Landscaping and Nursery, Inc. Petoskey, MI	\$36,520
County Line Nurseries Bangor, MI	\$43,425
Inhabitect Cedar, MI	\$88,525

**Review & Recommendation** City staff, upon review, recommends to City Council that David Hoffman Landscaping and Nursery, Inc., Petoskey, the successful low bidder, be considered for award of the contract in the amount of \$36,520. Therefore, the City Manager will ask that a contract be offered to this firm, with the ability to extend or adjust the contract by the unit prices bid.



**BOARD:** City Council

**MEETING DATE:** February 17, 2020

**DATE PREPARED:** February 13, 2020

**AGENDA SUBJECT:** Promenade Area Tree Replacement

**RECOMMENDATION:** That City Council discuss and provide feedback to staff

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**Background** As the City's infrastructure ages, decisions need to be made regarding replacement and improvements, particularly in high profile areas. In early fall of 2019, staff along with the contracted City forester, determined that out of the 22 trees in the Promenade area, 8 trees are dead or dying and another 4 are causing trip hazards because of heaving concrete. Additionally, the trees are 30 years old, overgrown and are difficult to trim. Staff has worked with John Beckett, original architect of the Promenade and Bayfront Park, to develop a removal and replacement plan of the existing Promenade trees. This improvement will give new life to the area, restoring it to its original intended design. Meanwhile, staff is continuing to work with Beckett and Raeder to further enhance the landscaping in Bayfront Park and around the Resource Center.

**Procedure** The aesthetics of this project are extremely important. John Beckett has hand-picked the Autumn Blaze replacement trees, which the City will purchase and have delivered to David Hoffman Nursery, who will plant them. The City has a tree removal contract with Drost Tree Service and they will coordinate with Hoffman so the project is efficient.

Additionally, this project is more complicated than removing and planting in traditional areas. The promenade has concrete, bricks, sprinklers, and tree grates. The City will oversee the project and work with approved local contractors for these trades.

The estimated cost of the project is approximately \$35,000, which is budgeted in the parks, forestry account. The contractors will work north to south on the Promenade to lessen the visual impact of the project, which will be completed prior to Memorial Day.

**Action** That City Council discuss and provide feedback to staff.

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