



## CITY COUNCIL

March 16, 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. Proclamation – Hear proclamation declaring the month of April to be Sexual Assault Awareness month requested by the Women’s Resource Center
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
  - (a) March 2, 2020 regular session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since March 2, 2020
6. Miscellaneous Public Comments
7. City Manager Updates
8. Appointments – Consideration of appointments to the Parks and Recreation Commission
9. Old Business
  - (a) Second reading of a proposed ordinance that would amend Sections 1704(c) Off-street Parking Exception to General Provision and 2903(3) Site Requirements in the B-2A Transitional Business District of Appendix A, Zoning Ordinance
  - (b) Second reading of a proposed ordinance that would amend the zoning district map of the City of Petoskey as set forth in Ordinance 451, the Zoning Ordinance of the City of Petoskey to re-zone specific properties from the O-S Office Service District and the B-1 Local Business District to the B-2A Transitional Business District
  - (c) Consider adopting an update to the Economic Development Strategic Plan
  - (d) Consider approving a Slope Failure Study and an Interlocal Agreement with Resort Township and Emmet County concerning erosion near the Arrowhead Shores bluff area

10. New Business

- (a) Authorize contracting with Elmer's Crane and Dozer, Petoskey, for construction of two pickleball courts at Riverbend Park in the amount of \$132,000
- (b) Authorize contracting with Truck and Trailer Specialties, Boyne Falls, through the Mi-Deal Program for the purchase and installation of plow attachments and salt spreader components in the amount of \$73,756 and authorize purchase from Grand Traverse Diesel Service, Inc., Traverse City, for a heavy-duty truck cab and chassis in the amount of \$121,000

11. City Council Comments

12. Adjournment



WHEREAS, sexual assault affects women, children and men of all racial, cultural and economic backgrounds; and

WHEREAS, in addition to the immediate physical and emotional costs, sexual assault may also have associated consequences of post-traumatic stress disorder, substance abuse, depression, homelessness, eating disorders and suicide; and

WHEREAS, sexual assault can be devastating for not only the survivor, but also for the family and friends of the survivor; and

WHEREAS, no one person, organization, agency or community can eliminate sexual assault on their own, but we can work together to educate our entire population about what can be done to prevent sexual assault, support victims/survivors and their significant others and increase support for agencies providing services to victims/survivors; and

WHEREAS, Sexual Assault Awareness Month provides an excellent opportunity for citizens to learn more about preventing sexual violence before it can start and to show support for the numerous organizations and individuals who provide critical advocacy, services and assistance to sexual assault survivors; and

WHEREAS, the City of Petoskey strongly supports the efforts of national, state, and local partners, and of every citizen, to actively engage in public and private efforts to prevent sexual violence. It's time for all of us to start conversations, take appropriate action and support one another to create a safer environment for all:

NOW, THEREFORE BE IT RESOLVED, that I, John Murphy, Mayor of the City of Petoskey, support efforts to eliminate sexual assault and hereby declare April 2020 to be in our city

## **SEXUAL ASSAULT AWARENESS MONTH**

Dated this 16<sup>th</sup> day of March, 2020

Mayor John Murphy



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** March 16, 2020

**PREPARED:** March 12, 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 March 2, 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 March 2, 2020 for contract and vendor claims at \$856,017.02, intergovernmental claims at \$0, and the March 5 payroll at \$201,637.42 for a total of \$1,057,654.44.

sb  
Enclosures



## CITY COUNCIL

March 2, 2020

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, March 2, 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  
Brian Wagner, City Councilmember  
Lindsey Walker, City Councilmember

Absent: Suzanne Shumway, City Councilmember

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, City Planner Amy Tweeten, Public Works Director Michael Robbins, Parks and Recreation Director Kendall Klingelsmith, Public Safety Director Matthew Breed, City Attorney James Murray and Downtown Director Becky Goodman.

### **Hear Department of Public Safety Honor's Board Presentation**

The Department of Public Safety Honor's Board recently authorized awards to Officers, Emmet EMS staff and citizens for meritorious service. Director Breed presented awards to the recipients for commendable service throughout the community including lifesaving awards, Public Safety commendation and citizen awards.

### **Consent Agenda - Resolution No. 19381**

Following introduction of the consent agenda for this meeting of March 2, 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 February 17, 2020 regular session and February 24, 2020 special joint session City Council meetings be and are hereby approved; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since February 17, 2020 for contract and vendor claims at \$1,297,567, intergovernmental claims at \$8,696.79, and the February 20 payroll at \$205,794.40, for a total of \$1,512,058.19 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

### **Hear Public Comment**

Mayor Murphy asked for public comments and Alison Paton, 602 East Lake Street, is concerned and opposed to using Brownfield TIFs. Chris Struble, 320 ½ East Lake Street, commented on the ongoing cigar smoke at Ernesto's, the problematic smell to the residential apartment above the business and the difficulty in finding alternate living arrangements.

City Councilmembers commented on the approval of the liquor license for Ernesto's and that maybe a study could show what can be done to eliminate the issues.

### **Hear City Manager Updates**

The City Manager reported that Baird Engineering is working on four preliminary shoreline improvement concepts for the waterfront and that the Emmet County Board of Commissioners will consider the Arrowhead Shores Slope Failure Study next week; that staff is working with the Little Traverse Historical Society on a renewal of a 20-year museum lease that is expiring in April with no major changes; that the Presidential Primary Election is March 10, 2020 which includes two local ballot proposals regarding medical and recreational marihuana issues; that the City received a \$14,700 grant from the Petoskey Harbor Springs Area Community Foundation to offset the costs of a slope failure study for the Little Traverse Wheelway; and that 167 letters signed by the Mayor were mailed thanking residents for their participation in the Voluntary Green Pricing Program which included a renewable energy sticker to better market and promote the program.

City Councilmembers inquired on researching a larger VGP marketing tool that is more visible from the road.

### **Hear Presentation on Revised Plans for the Bay/Howard Street Development**

The City Manager reviewed the process to date and that developers are now proposing a different mix of housing rentals that was not originally proposed, and asked City Council to direct developers on whether to proceed with a pro-forma analysis of revised plans for Bay Street development.

Barry Polzin, Main Dock 7271 development team architect, reviewed plan changes for the development; that revised plans will include 32 units and parking spaces; that there is an increasing demand for single-person apartments; the first-floor will still be commercial; the lobby will be larger for community use; and use of a Brownfield TIF could double City's parking spaces.

City Councilmembers commented the plans look better and covered parking helps with plowing and is needed; inquired if developer would design parking to City standards; discussed process in determining a parking structure; and that DMB could be involved in moving forward with plans.

Mayor Murphy asked for public comments and heard an inquiry from a downtown resident who is generally opposed, but interested on how Brownfield TIFs, work; that development and additional parking will benefit this area and can't be overstated enough; that Council should allow roof-top park activity in this area so not only in Pennsylvania Park; that tax base will increase over time; and that TIF is a need base incentive and would pay for parking.

### **Discuss City Charter Revisions**

The City Attorney reviewed options for Charter revisions concerning term length for the Mayor and term lengths in general for City Councilmembers, Ward and City Conventions nomination process and Mayor and City Council's compensation. The City Attorney reviewed that an amendment could be made for term of office and compensation, but convention process may be a Charter revision.

City Councilmembers discussed each topic and heard from those in favor of keeping the convention process since it currently works; concurred that terms and compensation should be reviewed; heard from those in favor of creating a Compensation Commission; inquired if the convention times could change without an entire Charter revision; that election of Mayor shouldn't always align with the same wards; and that citizens are now allowed to remove the Mayor annually if desired.

The City Attorney further reviewed that Council concurred to not change the convention process, and agreed with creating a Compensation Commission and look into changing only the Mayor's term of office.

Mayor Murphy asked for public comments and heard that it is easy to say no to single items compared to a Charter revision and a need for more councilmembers; that there is not a need for more Councilmembers; that the Mayor term should be revised to a three-year term; and Mayor and Councilmembers deserve more compensation.

#### **Hear Public Safety 2019 Annual Report Presentation**

Public Safety Director Matthew Breed gave a brief presentation concerning the department's 2019 annual statistics, programs and community engagement. Mr. Breed reviewed the annual report and answered questions.

#### **First Reading of a Proposed Ordinance Amending Sections 1704(c) Off-street Parking Exception to General Provision and 2903(3) Site Requirements in the B-2A Transitional Business District**

The City Planner reviewed that the Planning Commission unanimously recommended two changes to the Zoning Ordinance related to parking requirements adjacent to the Central Business District, Sections 1704(c) Off-street Parking Exception to General Provision and 2903(3) Site Requirements in the B-2A Transitional Business District which would remove two areas currently in the exempt district so properties would be required to provide parking.

The City Planner further reviewed that the parking exemption map would be redrawn if ordinance is approved; that the Central Business Parking Exempt District is exempt from providing off-street parking, but if off-street parking and loading requirements are provided, the lot shall meet all applicable design standards of Zoning Code; that during the public hearing to rezone properties at 112, 116, 118 and 124 East Mitchell Street to B-2A Transitional Business, there was concern raised about development of these properties if sufficient parking was not provided as the property is within the parking exempt district; that the Planning Commission recommended that boundary of the parking exempt district be amended to remove the block bounded by Emmet, Michigan and Elizabeth Streets, as well as the residential properties on Division Street at the north-east corner of the district; and that the other proposed change to Section 2903(3) would amend the B-2A Transitional Business District to allow a reduction in the amount of on-site parking to no less than 75% of the full parking requirements per Section 1704 of the Zoning Ordinance.

City Councilmembers inquired about future remodeling projects on Michigan Street and if properties would have to comply; if space is available on most of lots for parking; heard concerns if ordinance isn't approved that the East Mitchell Street development would use up more on-street parking; and heard concerns with unintended consequences relating to redrawing the parking exemption map and boundaries near Michigan, Emmet and Elizabeth Street area and asked for more information.

The City Planner responded that if properties remodel it must comply only if use is expanded.

Mayor Murphy asked for public comments and heard from those opposed to ordinance and discussions are on a problem that doesn't currently exist; that the area is ripe for development; concerns on why parking exempt area should change; and there is intense use of those areas by downtown business employees since parking is free.

City Council will further review proposed ordinance at the next regular scheduled meeting.

**First Reading of a Proposed Ordinance to Rezone Properties at 112, 116, 118 and 124 East Mitchell Street from B-1 Local Business and O-S Office Service Districts to B-2A Transitional Business**

The City Planner reviewed that a public hearing was held on the request to rezone four parcels known as Family Video to B-2A Transitional Business from B-1 Local Business and O-S Office Service; reviewed concerns regarding parking needs of uses allowed in the B-2A District, which resulted in a 4-4 Planning Commission vote; that the Commission found benefits of the rezoning to B-2A and worked to address the parking issues by proposing changes to the parking exempt district and parking requirements in the B-2A District; that Council consider whether the zoning of this property should enable development more compatible with the remainder of the block that is mix of single and multiple family dwellings, or more compatible with the CBD to the east; reviewed advantages and disadvantages of the site being rezoned to B-2A Transitional Business; that Council evaluate whether the zoning map amendment is consistent with the City Master Plan; and that staff believes the request is consistent with the Future Land Use Plan.

City Councilmembers discussed rezoning and inquired on the process and how the City could ensure it is developed for residential use.

Mayor Murphy asked for public comments and heard from someone in favor of rezoning properties and that the developer plans to have three-stories and on-site parking with parking on the first level.

City Council will further review proposed ordinance at the next regular scheduled meeting.

**Acknowledge Receipt of 2019 Planning Commission Annual Report**

The City Planner reported that required by the Michigan Planning Enabling Act, the City Council had been provided a copy of the 2019 Planning Commission Annual Report and Council was being asked to acknowledge receipt of this annual report. The City Planner gave a brief presentation highlighting 2019 accomplishments and answered questions and concerns.

**Accept Declaration of Easement for Iron Belle Bridge – Resolution No. 19382**

The City Manager reviewed that the City was recommended for a Natural Resources Trust Fund grant award for the construction of the Iron Belle Bridge which will connect the North Country Trail on the east side of the Bear River at North Central Michigan College and the west side at the River Road Sports Complex; that the project agreement was approved in 2019 and the State requires the easement agreement to be approved before they will issue their approval of the project agreement; that staff has been working with NCMC administration to ensure the bridge project will be completed to both entities standards; and that the easement has been reviewed by all parties involved.

City Councilmember Walker moved that, seconded by City Councilmember Wagner to accept the Declaration of Easement between the City of Petoskey and North Central Michigan College for use of the Iron Belle Bridge.

Said motion was adopted by the following vote:

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

NAYS: None (0)

**Approve Donation Plaque Language from League of Women Voters – Resolution No. 19383**

The City Manager reviewed that staff has been working with Ann Srigley, representative of the League of Women Voters, on a donation of a deciduous tree and descriptive plaque; that per the City's Gift and Donation Acceptance Policy City Council is to approve all plaque language; and that the Parks and Recreation Department will purchase both the tree and plaque and the League of Women Voters will reimburse the City.

Ms. Srigley commented on the 100-year anniversary of League of Women Voters and the opportunity to donate to the City.



City Councilmember Marshall moved that, seconded by City Councilmember Walker to accept the tree and plaque donation from the League of Women Voters and approve the following plaque language: *"In honor of the Petoskey suffragists who fought for the voting rights of women in the United States. Donated by the League of Women Voters, Charlevoix-Emmet Counties, 2020."*

Said motion was adopted by the following vote:

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

NAYS: None (0)

### **Council Comments**

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

### **Authorize Closed Session – Resolution No. 19384**

City Council was being asked to adopt a resolution that would authorize a closed session pursuant to Section 8(d) of the Michigan Open Meetings Act, to consider the purchase or lease of real property.

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

WHEREAS, the City Manager has requested that the City Council adjourn to a closed session, pursuant to Section 8(d) of the Michigan Open Meetings Act, to consider the purchase or lease of real property, at the City Council's regular meeting of March 2, 2020:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby authorizes to adjourn to a closed session, to consider purchase or lease of real property.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Recessed to closed session at 10:02 P.M.

Reconvened into open session at 10:20 P.M.

There being no further business to come before the City Council, this March 2, 2020, meeting of the City Council adjourned at 10:21 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
03/20	03/04/2020	88336	24/7 Sewer & Drain Cleaning	101-770-802.000	255.00
03/20	03/04/2020	88337	Access Locksmithing Inc.	101-265-970.000	1,654.96
03/20	03/04/2020	88338	ACH-CHILD SUPPORT	701-000-230.160	160.23
03/20	03/04/2020	88339	ACH-EFTPS	701-000-230.100	19,357.78
03/20	03/04/2020	88339	ACH-EFTPS	701-000-230.200	12,173.68
03/20	03/04/2020	88339	ACH-EFTPS	701-000-230.200	12,173.68
03/20	03/04/2020	88339	ACH-EFTPS	701-000-230.200	2,847.06
03/20	03/04/2020	88339	ACH-EFTPS	701-000-230.200	2,847.06
03/20	03/04/2020	88340	ACH-ICMA 457	701-000-230.700	2,129.31
03/20	03/04/2020	88340	ACH-ICMA 457	701-000-230.700	6,375.00
03/20	03/04/2020	88341	Alliance Entertainment	271-790-761.000	29.74
03/20	03/04/2020	88341	Alliance Entertainment	271-790-761.000	214.45
03/20	03/04/2020	88341	Alliance Entertainment	271-790-761.000	99.41
03/20	03/04/2020	88341	Alliance Entertainment	271-790-761.000	21.25
03/20	03/04/2020	88342	All-Phase Electric Supply	101-268-930.000	131.92
03/20	03/04/2020	88342	All-Phase Electric Supply	101-268-930.000	27.38
03/20	03/04/2020	88342	All-Phase Electric Supply	582-586-775.000	1.50
03/20	03/04/2020	88342	All-Phase Electric Supply	582-588-785.000	69.37
03/20	03/04/2020	88343	AT&T	101-172-850.000	538.63
03/20	03/04/2020	88343	AT&T	101-201-850.000	287.27
03/20	03/04/2020	88343	AT&T	101-208-850.000	179.54
03/20	03/04/2020	88343	AT&T	101-257-850.000	179.54
03/20	03/04/2020	88343	AT&T	101-215-850.000	143.64
03/20	03/04/2020	88343	AT&T	101-345-850.000	395.01
03/20	03/04/2020	88343	AT&T	101-400-850.000	179.54
03/20	03/04/2020	88343	AT&T	101-756-850.000	215.45
03/20	03/04/2020	88343	AT&T	101-441-850.000	323.18
03/20	03/04/2020	88343	AT&T	204-481-850.000	107.73
03/20	03/04/2020	88343	AT&T	204-481-850.000	107.73
03/20	03/04/2020	88343	AT&T	582-588-850.000	359.09
03/20	03/04/2020	88343	AT&T	582-593-850.000	143.64
03/20	03/04/2020	88343	AT&T	592-549-850.000	215.45
03/20	03/04/2020	88343	AT&T	592-560-850.000	215.45
03/20	03/04/2020	88343	AT&T	592-560-850.000	242.48
03/20	03/04/2020	88343	AT&T	592-560-850.000	141.02
03/20	03/04/2020	88343	AT&T	592-558-920.000	244.75
03/20	03/04/2020	88343	AT&T	592-538-850.000	241.17
03/20	03/04/2020	88343	AT&T	592-538-850.000	241.17
03/20	03/04/2020	88344	Axon Enterprises Inc.	101-345-985.000	15,628.00
03/20	03/04/2020	88345	Ballard's Plumbing & Heating	271-790-930.000	3,668.40
03/20	03/04/2020	88345	Ballard's Plumbing & Heating	101-268-930.000	767.20
03/20	03/04/2020	88346	BAY AREA CLEAN CARE INC.	592-556-802.000	2,057.36
03/20	03/04/2020	88347	Beckett & Raeder Inc.	101-770-802.000	870.00
03/20	03/04/2020	88347	Beckett & Raeder Inc.	101-770-802.000	5,115.00
03/20	03/04/2020	88348	Bobcat of Lansing	661-598-931.000	83.15
03/20	03/04/2020	88349	Bury, Tina	271-790-958.100	325.00
03/20	03/04/2020	88350	Char-Em United Way	701-000-230.800	75.00
03/20	03/04/2020	88351	Cintas Corp #729	592-554-802.000	45.45
03/20	03/04/2020	88351	Cintas Corp #729	101-268-802.000	15.54
03/20	03/04/2020	88351	Cintas Corp #729	204-481-767.000	60.04
03/20	03/04/2020	88351	Cintas Corp #729	582-588-767.000	60.25
03/20	03/04/2020	88351	Cintas Corp #729	592-560-767.000	30.89
03/20	03/04/2020	88351	Cintas Corp #729	592-549-767.000	30.89
03/20	03/04/2020	88351	Cintas Corp #729	582-593-930.000	33.72
03/20	03/04/2020	88351	Cintas Corp #729	582-593-930.000	9.07
03/20	03/04/2020	88351	Cintas Corp #729	204-481-767.000	60.04

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
03/20	03/04/2020	88351	Cintas Corp #729	582-588-767.000	60.80
03/20	03/04/2020	88351	Cintas Corp #729	592-560-767.000	30.89
03/20	03/04/2020	88351	Cintas Corp #729	592-549-767.000	30.89
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,892.66
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	963.76
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,314.43
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	462.93
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	28.53
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	2,997.46
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	323.23
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	1,752.55
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	202-160-920.000	401.36
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,700.00
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	3,180.78
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	52.82
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	78.80
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	87.19
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,419.44
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	8,153.17
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	87.18
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	16,696.13
03/20	03/04/2020	88352	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	1,095.53
03/20	03/04/2020	88353	Complete Paint & Supplies	101-268-775.000	236.00
03/20	03/04/2020	88353	Complete Paint & Supplies	101-770-775.000	52.98
03/20	03/04/2020	88353	Complete Paint & Supplies	101-770-775.000	28.00
03/20	03/04/2020	88354	David L Hoffman Landscaping & Nursery	204-550-802.000	4,320.00
03/20	03/04/2020	88355	Demco	271-790-751.000	99.95
03/20	03/04/2020	88355	Demco	271-790-958.200	147.06
03/20	03/04/2020	88355	Demco	271-790-958.000	85.73
03/20	03/04/2020	88356	Derrer Oil Co.	661-598-759.000	3,044.30
03/20	03/04/2020	88357	Detection Instruments Corporation	592-558-775.000	1,082.68
03/20	03/04/2020	88357	Detection Instruments Corporation	592-556-775.000	1,081.75
03/20	03/04/2020	88357	Detection Instruments Corporation	592-555-775.000	1,081.75
03/20	03/04/2020	88357	Detection Instruments Corporation	592-551-775.000	1,081.75
03/20	03/04/2020	88358	DuBois Chemicals Inc.	592-551-783.000	8,802.40
03/20	03/04/2020	88359	Dubois-Cooper Associates Inc.	592-558-775.000	1,054.00
03/20	03/04/2020	88360	Dunkel Excavating Services Inc.	514-587-802.000	2,648.75
03/20	03/04/2020	88360	Dunkel Excavating Services Inc.	202-479-802.000	2,648.75
03/20	03/04/2020	88361	Dunn's Business Solutions	204-481-751.000	24.42
03/20	03/04/2020	88361	Dunn's Business Solutions	582-593-751.000	24.42
03/20	03/04/2020	88361	Dunn's Business Solutions	582-588-751.000	24.42
03/20	03/04/2020	88361	Dunn's Business Solutions	592-549-751.000	24.43
03/20	03/04/2020	88361	Dunn's Business Solutions	592-560-751.000	24.43
03/20	03/04/2020	88361	Dunn's Business Solutions	661-598-751.000	24.43
03/20	03/04/2020	88362	Emergency Medical Products	101-345-775.000	218.10
03/20	03/04/2020	88362	Emergency Medical Products	101-345-775.000	176.29
03/20	03/04/2020	88363	EMMET AUTO	661-598-785.000	69.95
03/20	03/04/2020	88364	Empiric Solutions Inc.	101-228-802.000	8,739.08
03/20	03/04/2020	88365	Englebrecht, Robert	101-257-802.100	3,750.00
03/20	03/04/2020	88366	Eyes Only Media LLC	248-540-882.180	299.70
03/20	03/04/2020	88367	Fastenal Company	661-598-785.000	19.18
03/20	03/04/2020	88367	Fastenal Company	661-598-931.000	20.10
03/20	03/04/2020	88367	Fastenal Company	202-475-775.000	62.49
03/20	03/04/2020	88367	Fastenal Company	203-475-775.000	62.49
03/20	03/04/2020	88367	Fastenal Company	582-590-775.000	81.46
03/20	03/04/2020	88367	Fastenal Company	582-590-775.000	111.50

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
03/20	03/04/2020	88367	Fastenal Company	202-475-775.000	7.14
03/20	03/04/2020	88368	Finish Line Floors Minnesota LLC	271-790-930.000	9,642.75
03/20	03/04/2020	88369	Fraternal Order of Police	701-000-230.400	899.00
03/20	03/04/2020	88370	Gale/Cengage Learning	271-790-761.000	90.33
03/20	03/04/2020	88371	Gibby's Garage	582-593-930.000	68.00
03/20	03/04/2020	88371	Gibby's Garage	514-587-931.000	68.00
03/20	03/04/2020	88371	Gibby's Garage	661-598-931.000	408.00
03/20	03/04/2020	88371	Gibby's Garage	661-598-932.000	544.00
03/20	03/04/2020	88371	Gibby's Garage	582-593-930.000	34.00
03/20	03/04/2020	88371	Gibby's Garage	582-590-802.000	68.00
03/20	03/04/2020	88371	Gibby's Garage	661-598-931.000	306.00
03/20	03/04/2020	88371	Gibby's Garage	661-598-932.000	510.00
03/20	03/04/2020	88371	Gibby's Garage	661-598-931.000	170.00
03/20	03/04/2020	88371	Gibby's Garage	661-598-932.000	544.00
03/20	03/04/2020	88371	Gibby's Garage	582-593-930.000	136.00
03/20	03/04/2020	88372	Gordon Food Service	101-770-771.000	78.97-
03/20	03/04/2020	88372	Gordon Food Service	101-770-771.000	49.43
03/20	03/04/2020	88372	Gordon Food Service	101-770-771.000	88.41
03/20	03/04/2020	88372	Gordon Food Service	101-770-771.000	285.38
03/20	03/04/2020	88372	Gordon Food Service	592-554-775.000	106.63
03/20	03/04/2020	88372	Gordon Food Service	101-770-771.000	275.06
03/20	03/04/2020	88372	Gordon Food Service	101-770-771.000	96.42
03/20	03/04/2020	88372	Gordon Food Service	101-345-775.000	4.78
03/20	03/04/2020	88372	Gordon Food Service	101-770-771.000	69.19
03/20	03/04/2020	88372	Gordon Food Service	101-770-771.000	45.95
03/20	03/04/2020	88373	Great Lakes Pipe & Supply	582-584-775.000	60.10
03/20	03/04/2020	88373	Great Lakes Pipe & Supply	582-588-785.000	9.93
03/20	03/04/2020	88374	Hewitt, Dennis	101-756-808.030	90.00
03/20	03/04/2020	88375	Huntington National Bank	271-792-992.000	31,884.38
03/20	03/04/2020	88375	Huntington National Bank	365-756-991.000	98,331.00
03/20	03/04/2020	88375	Huntington National Bank	365-756-992.000	8,205.00
03/20	03/04/2020	88375	Huntington National Bank	308-756-991.000	156,669.00
03/20	03/04/2020	88375	Huntington National Bank	308-756-992.000	34,495.00
03/20	03/04/2020	88376	Hyde Services LLC	661-598-931.000	16.85
03/20	03/04/2020	88377	ICMA-ROTH	701-000-230.900	695.00
03/20	03/04/2020	88378	Infogroup - InfoUSA Marketing Inc	271-790-760.000	355.00
03/20	03/04/2020	88379	K & J Septic Service LLC	592-556-802.000	650.00
03/20	03/04/2020	88380	Keep It Real Social LLC	248-739-880.200	2,000.00
03/20	03/04/2020	88381	Kring Chevrolet Cadillac, Dave	661-598-932.000	97.80
03/20	03/04/2020	88381	Kring Chevrolet Cadillac, Dave	661-598-932.000	52.85
03/20	03/04/2020	88382	Kruskie, David	101-756-808.030	90.00
03/20	03/04/2020	88383	KSS Enterprises	101-268-775.000	65.05
03/20	03/04/2020	88383	KSS Enterprises	101-770-771.000	300.00
03/20	03/04/2020	88384	LexisNexis Risk Data Management Inc.	101-208-802.000	150.00
03/20	03/04/2020	88385	Library Network, The	271-790-986.000	3,697.64
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-932.000	12.94
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-931.000	4.36
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-931.000	4.36
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	592-558-775.000	3.80
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-759.000	1,272.00
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-932.000	19.47
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-010-111.000	25.96
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-010-111.000	25.96
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-759.000	907.50
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-931.000	9.03
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-931.000	12.04

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03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-931.000	14.34
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-785.000	2.76
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-785.000	17.46
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-785.000	9.69
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-932.000	19.30
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-785.000	29.99
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	582-593-930.000	21.27
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-010-111.000	5.56
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-932.000	71.69
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-932.000	10.31
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	592-551-775.000	39.00
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-932.000	72.97
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-010-111.000	5.39
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	592-556-775.000	29.98
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-932.000	4.58
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-785.000	9.69-
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-932.000	71.69-
03/20	03/04/2020	88386	Lynn Auto Parts Inc.	661-598-932.000	227.07
03/20	03/04/2020	88387	MacDonald Garber Broadcasting	248-540-882.180	2,500.00
03/20	03/04/2020	88388	Malec, Steve	101-756-808.030	60.00
03/20	03/04/2020	88389	Mango Languages	271-790-762.100	4,053.80
03/20	03/04/2020	88390	Meyer Ace Hardware	514-587-775.000	35.79
03/20	03/04/2020	88390	Meyer Ace Hardware	514-587-775.000	41.82
03/20	03/04/2020	88391	Michigan Downtown Association	514-587-912.000	145.00
03/20	03/04/2020	88392	Michigan Water Environment Assoc.	592-560-915.000	250.00
03/20	03/04/2020	88393	Midwest Tape	271-790-761.100	49.99
03/20	03/04/2020	88394	Mikulski, Matthew	101-345-913.000	96.00
03/20	03/04/2020	88395	Miller, Greg	101-756-808.030	90.00
03/20	03/04/2020	88396	Mitchell Graphics Inc.	271-790-905.000	2,635.71
03/20	03/04/2020	88397	Municipal Code Corporation	101-215-802.000	3,398.33
03/20	03/04/2020	88398	North Country Publishing Corp.	248-540-882.180	200.00
03/20	03/04/2020	88398	North Country Publishing Corp.	248-540-882.180	200.00
03/20	03/04/2020	88399	Performance Painting	592-542-802.000	1,742.00
03/20	03/04/2020	88400	Petoskey Parts Plus	661-598-932.000	57.89
03/20	03/04/2020	88401	Power Line Supply	582-010-111.000	474.76
03/20	03/04/2020	88401	Power Line Supply	582-010-111.000	52.60
03/20	03/04/2020	88401	Power Line Supply	582-592-775.000	290.00
03/20	03/04/2020	88401	Power Line Supply	582-010-111.000	52.60
03/20	03/04/2020	88402	Quality First Aid & Safety Inc.	582-593-930.000	53.25
03/20	03/04/2020	88403	Riedell Shoes Inc.	101-770-985.000	884.65
03/20	03/04/2020	88404	Safety-Kleen Systems Inc.	661-598-759.000	80.00
03/20	03/04/2020	88405	Skop Powder Coating Inc.	661-598-932.000	100.00
03/20	03/04/2020	88406	Smith, Edward J	101-756-808.030	60.00
03/20	03/04/2020	88407	Solutions Electric Inc.	271-790-930.000	172.50
03/20	03/04/2020	88408	Spectrum Business	582-588-850.000	94.99
03/20	03/04/2020	88408	Spectrum Business	582-588-850.000	94.99
03/20	03/04/2020	88409	Standard Electric Company	101-268-930.000	71.61
03/20	03/04/2020	88410	Standish Ave Auto Repair	661-598-932.000	75.00
03/20	03/04/2020	88411	Staples Advantage	101-345-751.000	35.80
03/20	03/04/2020	88411	Staples Advantage	582-588-751.000	25.61
03/20	03/04/2020	88411	Staples Advantage	101-441-751.000	1,697.29
03/20	03/04/2020	88411	Staples Advantage	592-549-751.000	306.33
03/20	03/04/2020	88411	Staples Advantage	101-172-751.000	71.66
03/20	03/04/2020	88411	Staples Advantage	101-201-751.000	31.50
03/20	03/04/2020	88411	Staples Advantage	101-268-775.000	74.83
03/20	03/04/2020	88411	Staples Advantage	101-770-775.000	99.19

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03/20	03/04/2020	88411	Staples Advantage	101-789-775.000	99.20
03/20	03/04/2020	88411	Staples Advantage	101-172-751.000	98.88
03/20	03/04/2020	88412	State of Michigan -Dept of Environmental	592-549-915.000	70.00
03/20	03/04/2020	88413	State of Michigan-Department of LARA	582-081-642.300	3,639.52
03/20	03/04/2020	88413	State of Michigan-Department of LARA	582-081-642.400	734.16
03/20	03/04/2020	88413	State of Michigan-Department of LARA	582-081-642.500	7.36
03/20	03/04/2020	88413	State of Michigan-Department of LARA	582-081-642.200	169.28
03/20	03/04/2020	88414	Stuart C Irby Co	582-010-111.000	622.50
03/20	03/04/2020	88415	Sunrise Electronics & Security	101-228-775.000	200.00
03/20	03/04/2020	88416	Sweep Shop, The	271-790-752.000	87.80
03/20	03/04/2020	88417	TEAMSTERS LOCAL #214	701-000-230.400	1,030.00
03/20	03/04/2020	88418	Tetra Tech Inc	592-549-802.000	1,215.00
03/20	03/04/2020	88419	Thru Glass Window Cleaning	514-587-802.100	25.00
03/20	03/04/2020	88420	Tompkins, John	101-756-808.030	30.00
03/20	03/04/2020	88421	Trophy Case, The	101-756-808.030	64.03
03/20	03/04/2020	88422	UPS Store, The	592-553-801.000	80.32
03/20	03/04/2020	88422	UPS Store, The	661-598-785.000	11.98
03/20	03/04/2020	88422	UPS Store, The	592-553-802.000	111.86
03/20	03/04/2020	88423	USA Blue Book	592-547-775.000	109.95
03/20	03/04/2020	88424	Wall Street Journal	271-790-760.400	599.88
03/20	03/04/2020	88425	Weston, Chris	101-756-808.030	60.00
03/20	03/04/2020	88426	Zaremba Equipment Inc.	661-598-932.000	351.07-
03/20	03/04/2020	88426	Zaremba Equipment Inc.	661-598-932.000	70.93
03/20	03/04/2020	88426	Zaremba Equipment Inc.	661-598-932.000	142.27
03/20	03/04/2020	88426	Zaremba Equipment Inc.	661-598-932.000	813.44
03/20	03/06/2020	88427	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	63.26
03/20	03/06/2020	88427	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	63.26
03/20	03/06/2020	88428	Complete Paint & Supplies	101-770-985.000	63.49
03/20	03/06/2020	88428	Complete Paint & Supplies	101-770-985.000	15.99
03/20	03/06/2020	88428	Complete Paint & Supplies	101-773-931.000	35.99
03/20	03/06/2020	88429	Preston Feather	101-265-775.000	103.48
03/20	03/06/2020	88429	Preston Feather	101-265-775.000	58.42
03/20	03/06/2020	88429	Preston Feather	101-265-775.000	25.16
03/20	03/06/2020	88429	Preston Feather	101-265-775.000	25.17-
03/20	03/06/2020	88429	Preston Feather	101-268-775.000	8.58
03/20	03/06/2020	88429	Preston Feather	101-345-775.000	60.00
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	31.94
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	11.18
03/20	03/06/2020	88429	Preston Feather	101-268-775.000	19.47
03/20	03/06/2020	88429	Preston Feather	101-268-775.000	20.35-
03/20	03/06/2020	88429	Preston Feather	592-545-775.000	218.67
03/20	03/06/2020	88429	Preston Feather	592-544-775.000	218.67
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	148.70
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	82.84
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	124.23
03/20	03/06/2020	88429	Preston Feather	202-479-775.000	43.72
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	21.20
03/20	03/06/2020	88429	Preston Feather	101-265-775.000	10.35-
03/20	03/06/2020	88429	Preston Feather	101-265-775.000	5.84-
03/20	03/06/2020	88429	Preston Feather	101-265-775.000	2.52-
03/20	03/06/2020	88429	Preston Feather	101-268-775.000	.86-
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	3.19-
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	1.12-
03/20	03/06/2020	88429	Preston Feather	101-268-775.000	1.95-
03/20	03/06/2020	88429	Preston Feather	592-545-775.000	21.87-
03/20	03/06/2020	88429	Preston Feather	592-544-775.000	21.87-

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03/20	03/06/2020	88429	Preston Feather	101-773-931.000	14.87-
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	8.28-
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	12.42-
03/20	03/06/2020	88429	Preston Feather	202-479-775.000	4.37-
03/20	03/06/2020	88429	Preston Feather	101-773-931.000	2.12-
03/20	03/06/2020	88429	Preston Feather	101-345-775.000	6.00-
03/20	03/11/2020	88430	Alliance Entertainment	271-790-761.100	47.99
03/20	03/11/2020	88431	American Water Works Assoc.	592-549-915.000	224.00
03/20	03/11/2020	88432	AMERIGAS	101-773-775.000	17.67
03/20	03/11/2020	88432	AMERIGAS	101-773-931.000	17.67
03/20	03/11/2020	88433	Apollo Fire Equipment	661-020-142.000	297.54
03/20	03/11/2020	88433	Apollo Fire Equipment	661-020-142.000	297.55
03/20	03/11/2020	88433	Apollo Fire Equipment	101-345-985.000	340.01
03/20	03/11/2020	88434	AT&T	582-593-850.000	126.64
03/20	03/11/2020	88435	AT&T Long Distance	101-345-850.000	70.14
03/20	03/11/2020	88436	Ballard's Plumbing & Heating	271-790-930.000	495.00
03/20	03/11/2020	88437	Beckett & Raeder Inc.	582-588-802.000	580.00
03/20	03/11/2020	88438	Blevins, Jeanne Suzette	271-790-802.000	240.00
03/20	03/11/2020	88439	Bradford Master Dry Cleaners	101-345-775.000	302.25
03/20	03/11/2020	88440	Canada, Kathryn Lee	271-790-802.000	660.00
03/20	03/11/2020	88441	Collias-Glaser, Helleney Kay	271-790-802.000	810.00
03/20	03/11/2020	88442	Derrer Oil Co.	661-598-759.000	1,614.27
03/20	03/11/2020	88443	Drost Landscape	101-770-802.100	2,617.30
03/20	03/11/2020	88444	Ducastel, Barbara	271-790-802.000	720.00
03/20	03/11/2020	88445	Emmet Co. Dept of Public Works	592-554-802.000	25.00
03/20	03/11/2020	88445	Emmet Co. Dept of Public Works	101-529-802.000	7,109.10
03/20	03/11/2020	88446	Emmet County Clerk	101-257-802.000	1,894.00
03/20	03/11/2020	88447	Environmental Resource Assoc.	592-553-802.000	321.86
03/20	03/11/2020	88448	Evashevski, Marion Brown	271-790-802.000	300.00
03/20	03/11/2020	88449	Factor Systems Inc.	101-208-803.000	3,562.69
03/20	03/11/2020	88450	Hansen, Carol Margaret	271-790-802.000	270.00
03/20	03/11/2020	88451	Himebauch, Kelly L	271-790-802.000	660.00
03/20	03/11/2020	88452	Jakeway, John	203-479-802.000	84.00
03/20	03/11/2020	88453	Jakeway, Patricia	271-790-802.000	990.00
03/20	03/11/2020	88454	L & S Tree Service and Nursery LLC	101-770-912.000	70.00
03/20	03/11/2020	88455	Lynn Auto Parts Inc.	101-345-775.000	123.56
03/20	03/11/2020	88455	Lynn Auto Parts Inc.	101-345-775.000	95.22-
03/20	03/11/2020	88455	Lynn Auto Parts Inc.	592-551-775.000	72.80
03/20	03/11/2020	88455	Lynn Auto Parts Inc.	101-770-775.000	4.31
03/20	03/11/2020	88456	McCardel Culligan	592-553-775.000	15.00
03/20	03/11/2020	88456	McCardel Culligan	592-553-802.000	60.00
03/20	03/11/2020	88456	McCardel Culligan	514-587-802.100	8.00
03/20	03/11/2020	88456	McCardel Culligan	101-770-802.000	8.00
03/20	03/11/2020	88457	Meyer Ace Hardware	101-770-775.000	10.96
03/20	03/11/2020	88457	Meyer Ace Hardware	101-770-775.000	5.93
03/20	03/11/2020	88457	Meyer Ace Hardware	101-770-775.000	13.29
03/20	03/11/2020	88457	Meyer Ace Hardware	101-770-775.000	1.54
03/20	03/11/2020	88457	Meyer Ace Hardware	101-770-775.000	4.13
03/20	03/11/2020	88457	Meyer Ace Hardware	514-587-775.000	24.98
03/20	03/11/2020	88457	Meyer Ace Hardware	101-268-775.000	11.68
03/20	03/11/2020	88457	Meyer Ace Hardware	101-268-775.000	6.75
03/20	03/11/2020	88457	Meyer Ace Hardware	101-268-775.000	.64
03/20	03/11/2020	88457	Meyer Ace Hardware	101-268-775.000	24.69
03/20	03/11/2020	88457	Meyer Ace Hardware	661-598-785.000	19.77
03/20	03/11/2020	88457	Meyer Ace Hardware	582-586-775.000	2.69
03/20	03/11/2020	88457	Meyer Ace Hardware	101-268-930.000	8.10

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03/20	03/11/2020	88457	Meyer Ace Hardware	271-790-752.000	20.31
03/20	03/11/2020	88457	Meyer Ace Hardware	101-770-775.000	3.36
03/20	03/11/2020	88457	Meyer Ace Hardware	101-770-775.000	5.38
03/20	03/11/2020	88457	Meyer Ace Hardware	592-558-775.000	1.04
03/20	03/11/2020	88457	Meyer Ace Hardware	101-268-775.000	8.09
03/20	03/11/2020	88457	Meyer Ace Hardware	248-540-882.180	12.59
03/20	03/11/2020	88457	Meyer Ace Hardware	592-558-775.000	10.60
03/20	03/11/2020	88457	Meyer Ace Hardware	514-587-802.100	4.52
03/20	03/11/2020	88457	Meyer Ace Hardware	101-345-775.000	8.09
03/20	03/11/2020	88457	Meyer Ace Hardware	592-537-775.000	20.69
03/20	03/11/2020	88457	Meyer Ace Hardware	271-790-751.000	1.90
03/20	03/11/2020	88457	Meyer Ace Hardware	661-598-931.000	63.87
03/20	03/11/2020	88457	Meyer Ace Hardware	661-598-931.000	2.32
03/20	03/11/2020	88457	Meyer Ace Hardware	101-268-775.000	31.42
03/20	03/11/2020	88458	Michigan Public Power Agency	582-576-920.000	233,782.13
03/20	03/11/2020	88459	Midwest Tape	271-790-761.000	49.98
03/20	03/11/2020	88459	Midwest Tape	271-790-761.000	39.99
03/20	03/11/2020	88460	North Central Laboratories	592-553-775.000	1,809.74
03/20	03/11/2020	88461	Northern Michigan Review Inc.	101-400-802.000	67.00
03/20	03/11/2020	88461	Northern Michigan Review Inc.	582-593-802.000	118.88
03/20	03/11/2020	88461	Northern Michigan Review Inc.	101-770-850.000	221.90
03/20	03/11/2020	88461	Northern Michigan Review Inc.	101-262-802.000	52.00
03/20	03/11/2020	88462	On Duty Gear LLC	101-345-775.000	509.17
03/20	03/11/2020	88463	Petoskey Regional Chamber	101-101-860.000	35.00
03/20	03/11/2020	88464	Plunkett Cooney	101-266-802.000	1,085.00
03/20	03/11/2020	88464	Plunkett Cooney	101-266-802.000	6,684.00
03/20	03/11/2020	88464	Plunkett Cooney	101-266-802.000	4,437.50
03/20	03/11/2020	88464	Plunkett Cooney	101-266-802.000	339.33
03/20	03/11/2020	88464	Plunkett Cooney	204-481-802.000	339.33
03/20	03/11/2020	88464	Plunkett Cooney	582-588-802.000	339.33
03/20	03/11/2020	88464	Plunkett Cooney	592-549-802.000	339.33
03/20	03/11/2020	88464	Plunkett Cooney	592-560-802.000	339.33
03/20	03/11/2020	88464	Plunkett Cooney	101-266-802.000	3,686.15
03/20	03/11/2020	88465	Preston Feather	582-586-775.000	8.78
03/20	03/11/2020	88465	Preston Feather	101-345-775.000	25.17
03/20	03/11/2020	88465	Preston Feather	101-345-775.000	289.87
03/20	03/11/2020	88465	Preston Feather	101-345-775.000	26.84
03/20	03/11/2020	88465	Preston Feather	101-345-775.000	17.99
03/20	03/11/2020	88465	Preston Feather	101-345-775.000	27.57-
03/20	03/11/2020	88465	Preston Feather	101-345-775.000	37.42
03/20	03/11/2020	88465	Preston Feather	101-345-775.000	3.84
03/20	03/11/2020	88466	Printing Systems Inc.	101-268-775.000	408.73
03/20	03/11/2020	88467	Proquest LLC	271-790-762.100	1,416.90
03/20	03/11/2020	88468	Quality First Aid & Safety Inc.	592-553-775.000	18.98
03/20	03/11/2020	88469	Riordan, Joyce Kochans	271-790-802.000	510.00
03/20	03/11/2020	88469	Riordan, Joyce Kochans	271-790-802.000	180.00
03/20	03/11/2020	88470	Rowland, Kimberly	271-790-802.000	240.00
03/20	03/11/2020	88471	RS TECHNICAL SERVICES INC.	592-554-802.000	164.25
03/20	03/11/2020	88472	Spectrum Business	592-560-850.000	37.15
03/20	03/11/2020	88473	State of Michigan -Dept of Environmental	592-560-915.000	95.00
03/20	03/11/2020	88474	T-Mobile	271-790-850.000	262.61
03/20	03/11/2020	88475	Trace Analytical Laboratories LLC	592-553-802.000	141.00
03/20	03/11/2020	88476	Unique Management Services Inc.	271-790-802.000	26.85
03/20	03/11/2020	88477	Up North Service LLC	514-587-802.000	3,655.32
03/20	03/11/2020	88478	Verizon Wireless	101-345-850.000	40.89
03/20	03/11/2020	88478	Verizon Wireless	592-549-850.000	1.02



GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
03/20	03/11/2020	88478	Verizon Wireless	582-588-850.000	6.35
03/20	03/11/2020	88478	Verizon Wireless	101-345-850.000	36.01
03/20	03/11/2020	88478	Verizon Wireless	101-770-850.000	36.01
03/20	03/11/2020	88479	Voorheis, Margaret Ann	271-790-802.000	360.00
Grand Totals:					855,413.37

## Report Criteria:

Check.Date = 02/27/2020-03/11/2020

Check Number	Date	Name	GL Account	Amount
88329	03/04/2020	Dielman, Jon	582040285000	28.10
88330	03/04/2020	Edwards, David	582081642300	17.66
88331	03/04/2020	Golding Construction	582040285000	56.06
88332	03/04/2020	Green, Kendra	582040285000	10.96
88333	03/04/2020	Mayer, Rebecca	582081642300	108.50
88334	03/04/2020	Solomon, Bridget	582081642300	10.47
88335	03/04/2020	Xiong, Shoua	582040285000	16.90
88480	03/11/2020	Hills, Deborah	582081642300	130.00
88481	03/11/2020	O-Neil, Kara	101087654000	125.00
88482	03/11/2020	Speigl, Betty	582081642300	100.00
Grand Totals:				603.65



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** March 16, 2020

**PREPARED:** March 12, 2020

**AGENDA SUBJECT:** Appointment Recommendations

**RECOMMENDATION:** That the City Council consider these appointments

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

- PARKS AND RECREATION COMMISSION – Appointment of Jennifer Buchanan, 730 Lockwood Avenue, and reappointment of Jon Terry, 1019 East Mitchell Street, both for two-year terms ending January 2022.

sb

Enclosures

also, I serve on Board of Directors of Willow Lake Association + Conservancy



# City of Petoskey

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

RECEIVED

JAN 31 2020

CITY OF PETOSKEY  
CITY MANAGER

CB

## Application to Serve on a Board or Commission

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

■ Name	Buchanan	Jennifer	L	■ Date	01	28	20		
	Last	First	Initial						
■ Residence Address	736	Lockwood	Petoskey	MI	49770	■ Home Phone	231	838	0114
	Number	Street	City	State	Zip				
■ Email Address	jenbgelb@aol.com					■ Work Phone	231	347	1181

Please answer the following questions using the space provided.

1. What Board or Commission interests you and why are you applying? parks + Rec. Commission.  
Amy McMullen suggested I consider the position given my interest in serving our community, professional experience, and in protecting the city's open spaces.
2. How do you believe your appointment would benefit the City? My background in landscape architecture and natural resource management and ongoing professional partnership with the city will benefit the protection & use of city lands.
3. Describe any involvement in the community on a Board or Commission or in another volunteer capacity. To date, my volunteer works has been with the Petoskey Middle School Robotics team and Petoskey Montessori Childrens House - I served as planning commissioner in Friendship Township.
4. How many continuous years have you lived in Petoskey? 10 years
5. Any other helpful information relevant to your application. I partner with the city on water quality protection efforts regularly through my position at Tip of the Mitt Watershed Council.

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

- ☒ YES ☐ NO Are you a City of Petoskey registered voter?
- ☐ YES ☒ NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? \_\_\_\_\_
- ☐ YES ☒ NO Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain.  
\_\_\_\_\_  
\_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# MEMORANDUM FOR THE DIRECTOR

Subject: [Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]





# City of Petoskey

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

RECEIVED

MAR 11 2020

CITY OF PETOSKEY  
CITY MANAGER

CB

## Application to Serve on a Board or Commission

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

■ Name	Terry			Jon			■ Date	03	11	2020
	Last			First				Initial		
■ Residence Address	1019	E. Mitchell St.	Petoskey	MI	49770	■ Home Phone	231	881	6402	
	Number	Street	City	State	Zip					
■ Email Address	jonterry2016@gmail.com					■ Work Phone				

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying? Parks and Recreation
- How do you believe your appointment would benefit the City? I bring a fresh perspective to the board and am committed to the success of the Parks and Rec Department. I have experience with recreational programs that serve young people and also with environmental science. This experience is helpful as we discuss programming for the city and how to effectively manage the land and water in our jurisdiction.
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity. Currently serve on the Parks and Rec Commission. I have enjoyed my service and feel I have positively contributed to the board and the mission of the Parks and Rec Department. I also serve as a volunteer organizer for the Little Traverse Bay Marathon and am active with the senior high youth at my church.
- How many continuous years have you lived in Petoskey? This summer will be our fifth year living full-time in Petoskey.
- Any other helpful information relevant to your application.

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

- ☒ YES ☐ NO Are you a City of Petoskey registered voter?
- ☒ YES ☐ NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? Parks and Recreation
- ☐ YES ☒ NO Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain.

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

Applicant Signature: [Signature] Date: 3/11/2020



**BOARD:** City Council

**MEETING DATE:** March 16, 2020

**DATE PREPARED:** March 10, 2020

**AGENDA SUBJECT:** Second reading of an ordinance to amend Sections 1704(c) Off-street Parking Exception to General Provision and 2903(3) Site Requirements in the B-2A Transitional Business District

**RECOMMENDATION:** Conduct Second Reading/ Action

## **Background**

At its February 20, 2020 meeting, the Planning Commission unanimously (with one abstention) recommended two changes to the Zoning Ordinance related to parking requirements adjacent to the Central Business District, Sections 1704(c) Off-street Parking Exception to General Provision and 2903(3) Site Requirements in the B-2A Transitional Business District.

## **Changes to Section 1704(c) Off-street Parking Exception to General Provision**

The current parking exempt area is defined in Section 1704(c) of the Zoning Ordinance and includes the area inside the red line as well as the two blue areas on the map below. However, the two blue areas on the map below are primarily residential properties, do not have parking meters, nor are they monitored or enforced by the Parking Services Office.

The two properties in the northeast corner have been zoned RM-2 Multiple Family for many years, while the properties at the southwest corner – with the exception of the Family Video property were rezoned to RM-2 Multiple Family from O-S Office Service in 2014. The Planning Commission recommended that rezoning to keep the properties residential, rather than encourage redevelopment into office uses.

There would only be an impact on these residential structures from the proposed ordinance change if an owner wanted to add units to any of the existing buildings. At that point, the sufficiency of parking would be evaluated. As many of the lots do not meet current zoning standards for size or lot coverage- even for single family dwellings- parking is down on the list of reasons additional units could not be created.



Map created with Emmet County  
and City data (alt 2-21-20)

In the event that a property did have sufficient size to add units and they could show that the ordinance amendment (i.e., the change to the parking exempt district boundary) created a practical difficulty, a variance request would be the correct remedy pursuant to Section 2004(a) of the Petoskey Zoning Ordinance.

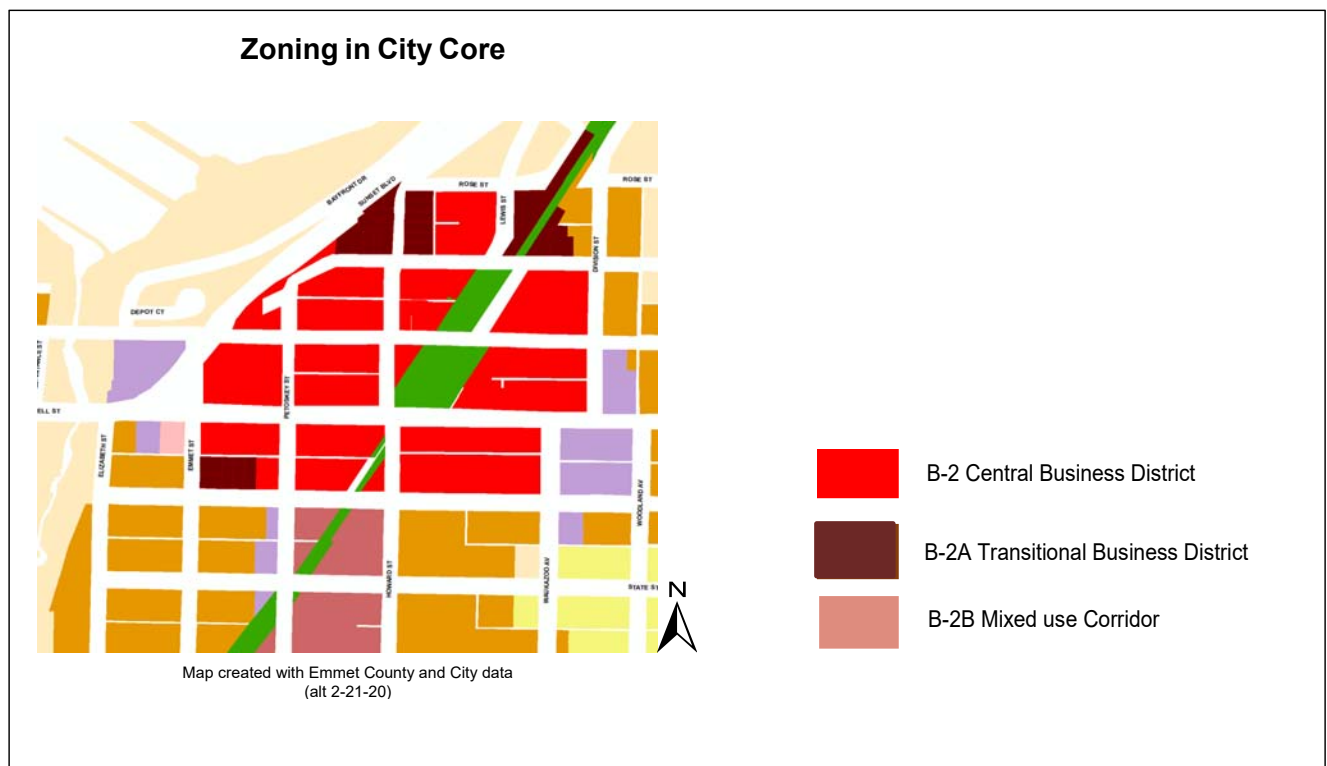
To be clear, the properties would be grandfathered as they are today – sale of property does not require properties to be brought into compliance with current zoning regulations.

For the properties zoned B-1 Local Business and O-S Office Service along E. Mitchell Street, the ordinance change would require any redevelopment to provide on-site parking.

### **Change to Section 2903(3) Site Requirements in the B-2A Transitional Business District**

The second proposed change to Section 2903(3) would amend the B-2A Transitional Business District to allow a reduction in the amount of on-site parking to no less than 75% of the full parking requirements per Section 1704 of the Zoning Ordinance, which would be consistent with the B-2B Mixed Use Corridor, the other district provided as a “step-down” district from the Central Business District. The intent of both districts is to provide a transition area to adjacent neighborhoods that maintains and promotes a pedestrian-friendly environment.

This change is recommended at this time because of the proposed rezoning of 112, 116, 118 and 124 from B-1 Local Business and O-S Office Service to B-2A Transitional Business, which is a separate ordinance and will be explained further in that agenda memo.



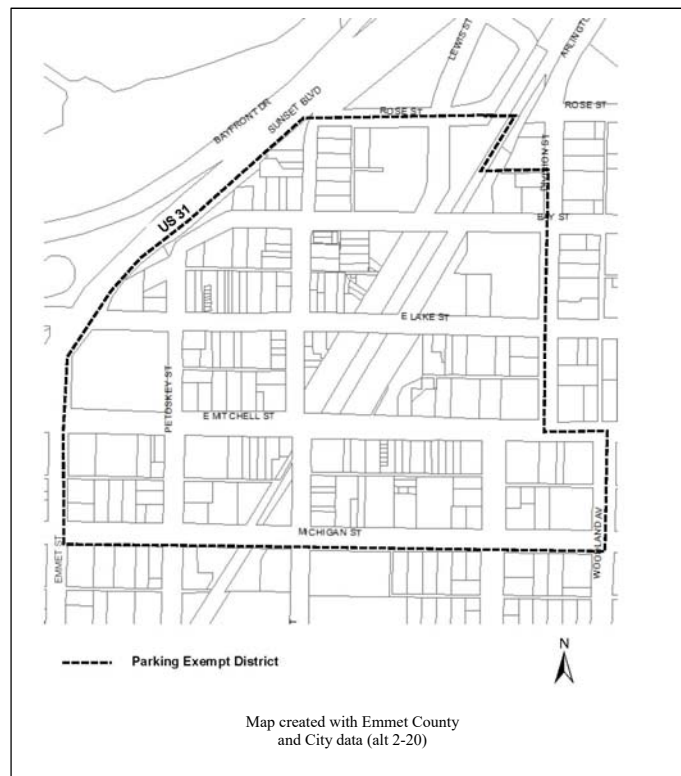
### **Summary**

The two proposed text amendments with highlighted changes are below.

Section 1704(c) *Exception to general provisions*. The area delineated as the Central Business Parking Exempt District is exempt from providing off-street parking, but if off-street parking and loading requirements are provided, the lot shall meet all applicable design standards of this Zoning Code. The Central Business Parking Exempt District is defined as the area bounded by Michigan Street on the south, Rose Street on the north, U.S. 31 and Emmet Street on the west, and on the east, it follows Woodland and Division streets to a point 138 feet north of the Bay Street right-of-way to an east-west



alley, thence west to the former railroad corridor now identified as the Downtown Greenway Corridor, thence northeast until it reaches the Rose Street right-of-way as illustrated below:



#### 2903(3) Site Requirements:

- (a) Parking shall only be permitted as accessory to an immediately adjacent principal use.
- (b) Parking lot development is only allowed in the rear or side yards and screened with a hedge or finished wall of at least three feet and no more than four feet in height from view of any public street, alley, parkland or adjacent residential property.
- (c) Parking spaces shall be set back a minimum of three feet from the property line.
- (d) Off-street parking requirements in the B2-A District are no less than 75 percent of the requirements of Table 1704(h).

#### **Recommendation**

Based on public comment, the recommendation of the Planning Commission and clarifications provided above, staff recommends that City Council adopt the ordinance to amend Sections 1704 and 2903 of the Zoning Ordinance.

AT  
Enclosures

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

**AN ORDINANCE TO AMEND SECTIONS 1704(C) AND 2903(3) OF APPENDIX A,  
ZONING ORDINANCE, OF THE PETOSKEY CODE OF ORDINANCES**

WHEREAS, an objective of the City of Petoskey Master Plan is to maintain and enhance Downtown as the regional economic and cultural center of the community; and

WHEREAS, it is acknowledged that to accomplish a dense urban core there is a need for municipal parking to discourage development of private surface parking lots that remove existing buildings and negatively impacting the pedestrian orientation of the downtown; and

WHEREAS, there exists a parking exempt district in the downtown area described in Section 1704(c) of the Zoning Ordinance where on-site parking is not required for any permitted use; and

WHEREAS, the periphery areas of the Central Business District, including the B-2A Transitional Business and B-2B Mixed Use Corridor, are also intended to maintain a pedestrian orientation; and

WHEREAS, the Planning Commission held a public hearing on changes to Section 1704(c) and 2903(3) of the Zoning Ordinance that would reduce the size of the parking exempt district, and reduce parking requirements in the B-2A Transitional Business to no less than 75% of full requirements; and

WHEREAS, the Planning Commission recommends that the changes to Sections 1704(c) and 2903(3) of the Zoning Ordinance be approved to ensure that existing public parking is not overly burdened by future redevelopment at the periphery of downtown, while also promoting a pedestrian-oriented development pattern:

NOW THEREFORE, the City of Petoskey ordains:

**1. Section 1704(c) of Appendix A to the Petoskey Code of Ordinances is hereby amended as follows:**

*Exception to general provisions.* The area delineated as the Central Business Parking Exempt District is exempt from providing off-street parking, but if off-street parking and loading requirements are provided, the lot shall meet all applicable design standards of this Zoning Code. The Central Business Parking Exempt District is defined as the area bounded by Michigan Street on the south, Rose Street on the north, US 31 and Emmet Street on the west, and on the east, it follows Woodland and Division Streets to a point 138 feet north of the Bay Street right-of-way to an east-west alley, thence west to the former railroad corridor now identified as the Downtown Greenway Corridor, thence northeast until it reaches the Rose Street right-of-way as illustrated below:



2. **Section 2903(3) of Appendix A to the Petoskey Code of Ordinances is hereby repealed and replaced with the following:**

**Sec. 2903(3) Site Requirements**

- (a) Parking shall only be permitted as accessory to an immediately adjacent principal use.
- (b) Parking lot development is only allowed in the rear or side yards and screened with a hedge or finished wall of at least three (3) feet and no more than four feet in height from view of any public street, alley, parkland or adjacent residential property.
- (c) Parking spaces shall be set back a minimum of three feet from the property line.
- (d) Off-street parking requirements in the B2-A District are no less than 75 percent of the requirements of Table 1704(h).

3. **Conflicting Standards.**

If any of the standards set forth in this amendment conflict with any other standards of previous or further ordinances or amendments, the stricter standards shall apply.

4. **Repeal; Savings Clause.**

All ordinances, resolutions, or orders, or parts thereof, in conflict with the provisions of this ordinance are, to the extent of such conflict, repealed.

5. **Severability.**

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

6. **Effect.**

This ordinance shall take effect fifteen (15) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Adopted, enacted and ordained by the City of Petoskey City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
John Murphy  
Its Mayor

\_\_\_\_\_  
Alan Terry  
Its Clerk

**City Planner responses to letter from Jonathan Scheel to City Council  
regarding ordinance amendments**  
(responses are bolded)

Councilmembers,

I have some strong concerns on the two ordinances you will be looking at this evening. These are my personal concerns and do not represent any tie to the planning commission as I recused myself from that discussion and was not in the room for it.

The off street parking exemption plays an important piece of future development of workforce housing and continued affordability of workforce housing in that neighborhood. There are 12 residential buildings on the block between Emmet and Elizabeth Streets. They all seem to have been built in the early turn of the 20th century with the wonderful architecture that Petoskey is known for. Many of those properties have multiple units of very affordable housing. Out of those 12 properties, maybe 3 have enough room for offstreet parking as required by the zoning ordinance if you pass the proposed ordinance. You would also make the majority of these properties nonconforming. This means if any property owner wanted to add a unit or units they wouldn't be able to. Per your zoning ordinance, I don't believe the ZBA could give a variance. You are then promoting teardowns for parking. Exactly what I believe the ordinance was put in place in the first place.

**STAFF RESPONSE:**

**As many of the single family homes were divided into multiple units many years ago, staff cannot say whether adding more units to existing structures would be allowed or not. There are other ordinance considerations such as lot coverage and density limits that may inhibit such actions rather than provision of parking. In the event that other requirements were met and the change of ordinance to require parking created a practical difficulty, then a case for a variance could indeed be made to the Zoning Board of Appeals (Section 2004(a) of the Petoskey Zoning Ordinance).**

**I will not comment on the condition of the “very affordable” housing units except to say that the lack of new housing construction in recent years has allowed landlords to get by with marginal units. New rental inventory seems to be a threat to some landlords but may act to encourage them to improve their properties.**

**The Planning Commission is well aware of the housing crisis and will be coming forth with recommended changes to the zoning ordinance that could encourage creation of additional units.**

There seems to be a concern about the availability of parking in this neighborhood, specifically this block. There are between 28 to 30 public street parking spots on the north side of Michigan Street and the east and west sides of Elizabeth north of Michigan Street. I have watched the number of cars parking on those two streets for the last 3 months as I visit my property daily at 424 Emmet Street overseeing construction of apartments at my building. (Side note. So it doesn't look like this letter is self-serving, I have zoning for my apartments so this ordinance does not affect my property today.

If I did not have zoning, I would be looking at a tear down of a very historical structure as the owner before me was going to do.) There have been a maximum of 6 vehicles parked on Michigan and Elizabeth Streets at any one time in the last 3 months. Normally it is about 4 cars on a daily basis. That means there are probably 26 unused spaces. That doesn't include the south side of Michigan which is equally empty of parked cars.

#### **STAFF RESPONSE:**

**Staff agrees that there is not a parking problem on this block of Michigan – or the second area proposed for removal from the parking exempt district – most of the year. That could be said for the majority of neighborhoods in the City. The Planning Commission has raised and tried to address this issue with previous zoning ordinance amendments, however, we have not been successful in convincing residents that on-street parking is not always a negative. We did, however, come up with reduced parking ratios for the B-2B District and are now recommending this for the B-2A.**

**The two areas proposed for removal from the parking exempt district are a majority zoned RM-2 Multiple Family and contain single family dwellings. There are no parking meters and there is no enforcement by the Downtown Parking Office. Therefore, they serve as free parking for downtown employees. This ordinance language does not change that fact.**

I believe this ordinance is a step backwards for the city. It puts up barriers for workforce housing. It promotes teardowns of our historic housing stock. It does not support the city's goal of sustainability as it promotes more cars, not less. Please reject this ordinance.

#### **STAFF RESPONSE:**

**The ordinance does not put up barriers to workforce housing. The existing housing can remain as it is. Three of the larger properties on the north side of the 100 block of Michigan Street are owned by one landlord, who has alley access and sufficient lot area to put in improved parking but has chosen not to. I do not believe the ordinance amendment changes that.**

**In the bigger picture, I agree we need to focus less on parking and allow more walkable mixed use development such as is allowed in the B-2A District. The Planning Commission has been given a lot of information on the negatives of excessive parking and how the trend to move back to dense urban centers needs to take this into account. I think the Planning Commission would welcome direction from City Council to reduce parking requirements – and to change parking minimums to parking maximums.**

The rezone request:

This rezoning would allow by right, a 33 foot, 3 story building sidewalk to sidewalk to alley to west property line. That is taller than many downtown buildings. The size and scale seems inappropriate for that corner. Also the developer is proposing market rate housing but the rezone would allow most commercial uses, again similar to downtown. The developer claims he needs the space for parking but hasn't shown why he does (and isn't required to for a rezone). The developer and the city have other options to get a quality project on that parcel. The developer could ask for variances.

This parcel fits well for a “hardship”. Fronting Mitchell Street on two sides without street parking provides the hardship. This allows the ZBA to look at an actual plan instead of a concept. The second way is to ask for conditional zoning. This also allows for the Planning Commission to review a specific plan that would look at setbacks and heights of buildings. Please vote no on the rezone.

#### **STAFF RESPONSE:**

The existing zoning allows for buildings that are 3 stories, 33 feet. Mr. Scheel’s building is 35 feet on the Michigan Street side and taller on Emmet Street, has no setback along Emmet Street and an approximately 12 foot front yard setback on Michigan. Yes it is an historic building and staff has done everything in her ability to have the structure preserved and put into the housing inventory. Why is reasonable height good for historic structures, but not as a means to more sustainable redevelopment?

Yes, B-2A would allow commercial uses or a strictly residential building. Under current building codes, with which Mr. Scheel has some experience, a 3 story commercial or multi-family building could not be built in 33 feet. So what has been contemplated with a conceptual drawing is a 2 ½ story building – two floors of residential on top of parking so there would not be a large surface parking lot. Yes, even with the parking exempt district in place, the concept included sufficient parking for approximately 24 residential units and a small amount of commercial space – all covered by the building. There have been no development incentives requested to accomplish this market rate housing in proximity to downtown.

The rezoning of the property is only the first step – any development would still need to go to the Planning Commission for Site Plan Review. Is it possible other uses could be added or proposed to the site? Yes. It is the City Planner’s opinion that a mixed-use building is more resilient and sustainable than a single use building, which is why she suggested the rezoning to B-2A Transitional Business.

Mr. Scheel’s suggestion that the developer can request a use variance is incorrect (See Section 2004(2)(b) of the Petoskey Zoning Ordinance), and while a conditional rezone is a tool, it is one that I would only recommend to a developer in extreme situations because it is spot zoning. I believe it is also an inappropriate point in the rezoning process to bring it up pursuant to the Zoning Enabling Act, but I will leave the legality of it to the City Attorney.

***MCL 125.3405 Use and development of land as condition to rezoning. Sec. 405.***

***(1) An owner of land may voluntarily offer in writing, and the local unit of government may approve, certain use and development of the land as a condition to a rezoning of the land or an amendment to a zoning map.***

***(2) In approving the conditions under subsection (1), the local unit of government may establish a time period during which the conditions apply to the land. Except for an extension under subsection (4), if the conditions are not satisfied within the time specified under this subsection, the land shall revert to its former zoning classification.***

***(3) The local government shall not add to or alter the conditions approved under subsection (1) during the time period specified under subsection (2) of this section.***

***(4) The time period specified under subsection (2) may be extended upon the application of the landowner and approval of the local unit of government.***

***(5) A local unit of government shall not require a landowner to offer conditions as a requirement for rezoning. The lack of an offer under subsection (1) shall not otherwise affect a landowner's rights under this act, the ordinances of the local unit of government, or any other laws of this state***

**Changing course and requesting a conditional rezone at this point is also contrary to being a redevelopment ready community that has predictable development processes.**

**In summary, I believe that if we want to improve the sustainability of the community, we must allow dense, walkable, mixed-use development in the City core to discourage sprawl on the periphery, and that this zoning map amendment is a step in that direction.**





**BOARD:** City Council

**MEETING DATE:** March 16, 2020

**DATE PREPARED:** March 10, 2020

**AGENDA SUBJECT:** Second reading of an ordinance to rezone properties at 112, 116, 118, and 124 E Mitchell Street from B-1 Local Business and O-S Office Service Districts to B-2A Transitional Business

**RECOMMENDATION:** Conduct Second Reading/ Action

## Background

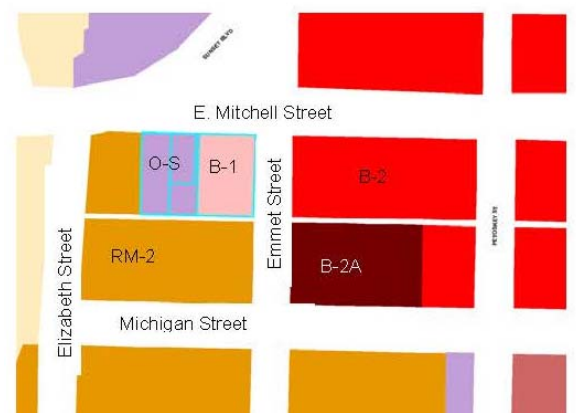
A public hearing was held by the Planning Commission on December 12, 2019 on the request to rezone the subject property to B-2A Transitional Business from B-1 Local Business and O-S Office Service. The concerns raised at the hearing were regarding parking needs of uses allowed in the B-2A District, which resulted in 4-4 vote on the request. However, the Commission did find there were benefits of the rezoning to B-2A and therefore worked to address the parking issues by proposing changes to the parking exempt district and parking requirements in the B-2A District.

Based on comments made at the first reading of the ordinance, the following background is provided.

The subject properties were first proposed for rezoning in 2004, when Family Video wanted to enlarge its store. At that time, the concern of the neighbors and Planning Commission was that the site would be too suburban and was not an appropriate entrance for an historic downtown. Since that time, the Planning Commission spent significant time in discussion of form-based codes and the importance of ensuring that the historic form of downtown was maintained, as well as a mix of uses that enhanced pedestrian orientation. Ultimately, a hybrid ordinance was created for the B-2 Central Business District (adopted in 2013). The separation of uses and single use zoning promotes vehicle use rather than pedestrian-oriented, dense urban cores, which is why a wide mix of uses is allowed in the district.



When the Planning Commission was developing the B-2A Transitional Business District and B-2B Mixed Use Corridor (2013-2014), this block was again discussed. At that time, the lot with the Family Video store was zoned B-1 Local Business and the remainder of the block was zoned O-S Office Service. The discussion at the Commission level was that the Family Video properties should be rezoned to B-2 Central Business District to require redevelopment of the site consistent with the form of downtown – buildings built to the property line, a minimum of two stories and a mix of uses- rather than allowing the type of development that had been proposed for the Family Video expansion. At the same time, the



Commission recommended rezoning the remainder of the block to RM-2 Multiple Family from O-S Office Service to discourage commercial creep into the Old Town Emmet Neighborhood (the neighborhood boundary does not include the Family Video parcels). City Council only adopted the rezoning to RM-2 as they had concerns with rezoning the Family Video property because there was no pending development and concerns were raised with the possible uses of the B2 District.

The City Planner met with Mr. Pattullo, the new owner's architect in October, 2019, to discuss options for the property. As the property was in two zoning districts, a rezoning would be required for effective redevelopment. The concept was a two story residential building with parking underneath and potentially some ground floor commercial space. Staff suggested a rezoning to the B-2A for several reasons. First and foremost, this property is at the entrance of downtown and therefore its redevelopment should enhance that entrance by having a form indicating one has arrived to the historic commercial core of the community and is leaving the auto-oriented development pattern of W. Mitchell Street. The B-2A District restricts building setbacks to a maximum of 15 feet and allows a building to be placed up to street-fronting property lines, while the current zoning of the block has no setback maximum and allows drive-through uses with no restriction that they be placed to the rear of a structure. Second, the B-2A District does not have a residential density limit based on lot size so the critical need for housing could be better addressed. Third, the site has limited site access and could effectively use the alley to the south of the property if the building is placed up to the E. Mitchell Street property line, similar to buildings in the B-2 District. Fourth, the B-2A is a mixed-use district with building form that enhances pedestrian orientation. Finally, the maximum height of the B-2A District is three (3) stories, 33 feet, which is the same height limit as the zoning of the remainder of the block (RM-2), and in fact, a similar height to many of the two-story downtown buildings.

### **Discussion**

The intent of the B-2A District is to complement the historic urban core of the Central Business District, while providing a transition area to adjacent neighborhoods. The district has a less intensive development pattern than the Central Business District in that it allows for single story buildings and ground floor residential, but still allows for a zero lot-line building along street-fronting sides and a wide mix of permitted uses.

A unique attribute to the site is the greenspace that was created when E. Mitchell Street was realigned to create a perpendicular intersection with US-31. A zero-lot line building on the site would be between 20 and 60 feet from the curb, rather than within eight (8) feet of the curb as existing zero-lot line buildings on West or East Mitchell Streets. The corner property has two front yards and two side yards.



The Future Land Use Map identifies these properties as Neighborhood Mixed Use, while the south end of the block is identified as Mixed Residential. City Council should consider whether the zoning of this property should enable development more compatible with the remainder of the block that is a mix of single and multiple family dwellings, or more compatible with the Central Business District.

### **Recommendation**

The City Planner disagrees with the comments that the site should be conditionally rezoned and limited to residential uses if the desired outcome is a mixed use downtown area. There are very rare situations where staff would recommend this approach as it becomes spot zoning and she does not believe that any of the permitted uses in the B-2A District would be detrimental to the surrounding properties. In addition, the suggestion that use variances can be granted is incorrect pursuant to Section 2004(2)(b) of the Petoskey Zoning Ordinance.

Staff believes the rezoning to B-2A is consistent with the City Master Plan and recommends adoption of the proposed ordinance.

AT  
Enclosure

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

**AN ORDINANCE TO AMEND THE ZONING DISTRICT MAP OF THE CITY OF PETOSKEY AS SET FORTH IN ORDINANCE NO. 451, THE ZONING ORDINANCE OF THE CITY OF PETOSKEY TO RE-ZONE SPECIFIC PROPERTIES FROM THE O-S OFFICE SERVICE DISTRICT AND THE B-1 LOCAL BUSINESS DISTRICT TO THE B-2A TRANSITIONAL BUSINESS DISTRICT.**

WHEREAS, a request to rezone 112, 116, 118, 124 East Mitchell Street from O-S Office Service and B-1 Local Business to B-2A Transitional Business was made on November 8, 2019; and

WHEREAS, the subject properties are located at the entrance to downtown and adjacent to US 31 and hold a single-story structure and three vacant lots within two different zoning districts; and

WHEREAS, successful redevelopment of the property necessitates that all parcels have the same zoning; and

WHEREAS, rezoning of the subject properties to B-2A is consistent with the City of Petoskey Master Plan objectives of guiding development and redevelopment in a manner that will maintain high quality living and working environments for current and future residents, ensuring that future infill development or redevelopment is compatible with and enhances existing residential areas, and maintaining and enhancing Downtown Petoskey as the regional economic and cultural center of the community; and

WHEREAS, the proposed rezoning is consistent with the Future Land Use Map of the Petoskey Master Plan; and

WHEREAS, the Petoskey Planning Commission held a public hearing on the rezoning request at its December 19, 2019 meeting; and

WHEREAS, after the public hearing, the Petoskey Planning Commission had a tie vote (4-4) on the request and therefore failed to make a recommendation to City Council that the Zoning District Map be amended to add the subject properties to the B-2A Transitional Business District due to the concern of the property being located in the parking exempt district; and

WHEREAS, the Planning Commission held a public hearing at its February 20, 2020 meeting, and recommended to City Council that Sections 1704(c) and 2903(3) be amended to reduce the size of the parking exempt district, removing the subject properties from said district, and decreasing the parking requirements to 75% of full requirements in the B-2A Transitional Business District to promote a more pedestrian-oriented development pattern; and

WHEREAS, the concern of the Planning Commission with the rezoning of 112, 116, 118, 124 East Mitchell to B-2A Transitional Business has been addressed should the proposed changes to Sections 1704(C) and 2903(3) be approved by City Council.

NOW THEREFORE, the City of Petoskey ordains:

1. The Zoning District Map of the City of Petoskey shall be, and the same hereby is, amended in order that the following described property be shown as located in the B-2A Transitional Business District and the Zoning classification hereafter for said property shall be B-2A Transitional Business. The property hereby re-zoned is described as follows:

All of Lots 1, 2, 3 and 4 of Block 3, Ignatius Petoskey's Addition to the Village of Petoskey City recorded in Liber 1 of Plats, Page 7, Emmet County Records.

2. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.
3. This Ordinance shall take effect fifteen (15) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Adopted, enacted and ordained by the City of Petoskey City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

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John Murphy  
Its Mayor

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Alan Terry  
Its Clerk



**BOARD:** City Council

**MEETING DATE:** March 16, 2020

**PREPARED:** March 9, 2020

**AGENDA SUBJECT:** Update of Economic Development Strategy

**RECOMMENDATION:** That the City Council discuss and adopt update

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**Background** At its February 17 meeting, City Council heard the annual progress report on the Economic Development Strategy adopted on February 20, 2017 as one of the requirements of the Redevelopment Ready Communities® (RRC) certification process. Council gave direction on the priority sites and indicated they wanted the Baptist Church at 502 Michigan Street to be added as a priority site and other necessary updates made due to implementation progress.

**Progress** Enclosed is a marked-up copy of the Strategy with the following changes:

- Updates to Census and property assessment data;
- Changes to priority redevelopment sites including addition of Baptist Church and removal of 900-1000 Bayview Road; and
- Updates to public projects (removal of completed and addition of future projects).

**Action** Staff recommends that the updated Strategy be adopted.

at  
Enclosure



**City of Petoskey**

# Economic Development Strategic Plan

A Framework for  
Creating  
Businesses, Jobs  
and Housing

\_\_\_\_\_, 2020

## Overview

This **update to the 2017** Economic Development Strategic Plan, hereafter referred to as the Strategy, is the result of the City of Petoskey's desire to better define **its role in improving** 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 **ultimate** ~~primary~~ goal of the Strategy is the creation and retention of ~~new~~ private sector jobs and housing opportunities. ~~that will bring new wealth and drive economic growth. The City will work with the private sector to accomplish this goal by vigorously pursuing many economic development and redevelopment activities throughout the City.~~

Our economy reaches far beyond our corporate limits, so while there is much out of our control, it is imperative that we leverage our strengths and capitalize on unique opportunities to grow our piece of the economic pie. The City will ~~must also~~ encourage, assist and partner with institutions and businesses, large and small **to this end** ~~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 Strategy should **establish predictable development procedures,** promote economic development and opportunity, foster effective transportation access, enhance and protect the environment, expand and diversify the housing stock to help businesses succeed. **This Strategy will be integrated into other community documents, including the goals and objectives of the City Master Plan,** ~~should take into account, and where appropriate, incorporate other planning efforts in the community. It is~~ **should be useful as a guide for local decision making that requires engagement with and support of community partners from business, education, labor, and other governmental entities for successful implementation.** ~~encouraging broad-based public engagement and commitment of partners.~~

To provide clear direction, the document includes ~~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 and ~~—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 actions in achieving the vision** ~~contributions to the strategies and will align their work to support the City's economic growth. The City strongly recognizes the connection between capital projects and successful implementation of the Strategy and an economic development strategy and a capital improvement.~~ **to this end, the City will identify capital improvement projects that are catalytic and support private investment in priority areas and for priority initiatives.** ~~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 Petoskey's 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 most recent American Community Survey (2013-2017 five year estimates) and Networks Northwest's Benchmark Northwest document provides a basic assessment of economic development related issues. Also included are tables from the Darling Lot Market Study completed by Mission North and available on the City

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 2020 Target Market Analysis<sup>1</sup> performed for Housing North indicates that there is potential market demand for 621 new housing units, with 87 percent of those as rental units (the full report can be found [here](#)). Limited land availability in the City core will require redevelopment of existing under-utilized properties, as well as allowing for increased density in residential neighborhoods to address the need for attainable/workforce housing. The other area for future residential growth is Bay Harbor, which will be predominately high-end resort residential.

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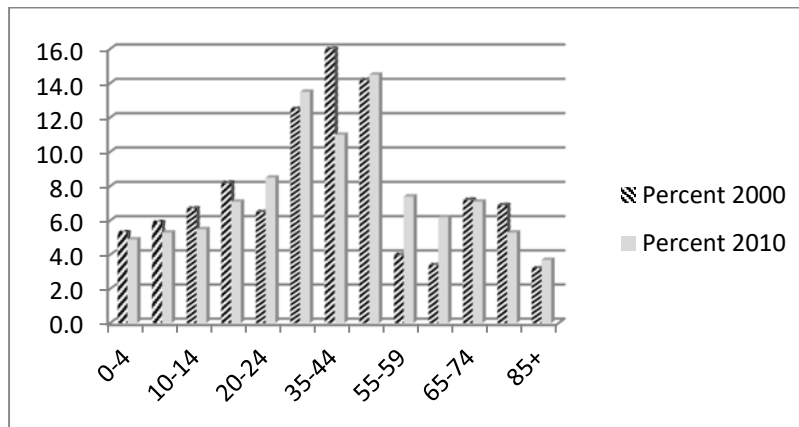
<sup>1</sup> LandUse USA Urban Strategies, Emmet County, Michigan Residential Target Market Analysis Annual Market Potential- Year 2020.

## Population and Housing Trends

Community	2000	2010	2013-2017 Estimate*
City of Petoskey	6,080	5,670	5,696
Bear Creek Township	5,269	6,201	6,259
Resort Township	2,479	2,697	2,727
Emmet County	31,437	32,694	32,978

**Source:** Census 2010; \*ACS 2013-2017 Five-year estimates

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 percent of the City's population in 2000 to 13.6 percent in 2010. The most current estimate (2013-2017 American Community Survey) puts this cohort at 17.6 percent, while the estimate of population over 65 years of age is 19 percent.



**Source:** US Census 2010

The data below illustrate demographic changes that are impacting housing trends, including smaller households and a scarcity of units sized for those households.

	Petoskey
Median Age	44.7
65 Years and Older	19%
Householder living alone owner-occupied	38.4%
Householder living alone renter-occupied	53.4%
Studio units	4%
One bedroom units	12.4%
Average Size of household owner-occupied (55% of all HH)	2.03
Average Size of household renter- occupied (45% of all HH)	1.57
Percent of Housing units single unit detached	49.2%
Median HH Income	\$37,639
% HH with Social Security	33.1%
Median Family Income	\$64,722
Female headed HH with children under five whose income in past 12 months below poverty line	30.2%

**Source:** ACS Five-year Estimates 2013-2017

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, which points to an issue of under-employment. That is, we are an attractive community to an educated workforce, however, the jobs available do not pay well.

The scarcity of professional positions in the area has been identified as a major challenge by large employers trying to recruit employees of dual-professional households, including McLaren Northern Michigan.

	<b>Petoskey</b>	<b>Harbor Springs</b>	<b>Emmet County</b>	<b>Boyne City</b>	<b>City of Charlevoix</b>
Population 65+	19%	32.1%	20.2%	18.1%	28.8%
Median Age	44.7	55.8	45	42.5	50.7
Percent Bachelor's Degree or higher	40.1%	38.9%	32.9%	30%	36.2%
Median HH income	\$37,639	\$46,875	\$51,475	\$50,956	\$34,484

Source: ACS Estimates 2013-2017

The 2013-2017 ACS estimates indicate a small decrease in employment numbers over the 2011-2015 estimate (approximately 4.5 percent), which likely corresponds to the increase in population of retirement age.

#### **Class of Worker – City of Petoskey**

<b>Class of Worker</b>	<b>Number</b>	<b>Percent</b>
Private Wage and Salary	2,573	85%
Government	201	6.6%
Self-employed in Own Un-Incorporated Business	234	7.8%
Unpaid Family Workers	10	<1%

Source: 2013-2017 American Community Survey 5-Year Estimates

#### **Highest Employment Industries – Emmet County**

<b>Industry</b>	<b>Percent of Emmet County Population Employed</b>
Health Care and Social Assistance	20%
Retail Trade	19%
Accommodation and Food Service	16%
Manufacturing	9%
Construction	7%

Source: *Benchmarks Northwest: A Collection of Data Resources for Northwest Michigan*

The following tables and chart come directly from the *Darling Lot Market Study* completed by Mission North in January of 2020 and provide additional information on employment levels, payroll trends and comparative data on income to home value ratios. The full study can be found [here](#).

Table 6 - 2016 Employment

Place	Businesses	Employees	Payroll (\$1,000)	Payroll/Employee
USA	7,757,807	126,752,238	\$6,435,142,055	\$50,769
Michigan	220,412	3,805,578	\$183,192,569	\$48,138
Zip Code	Businesses	Employees	Payroll (\$1,000)	Payroll/Employee
49770	665	9,878	\$341,398	\$34,561

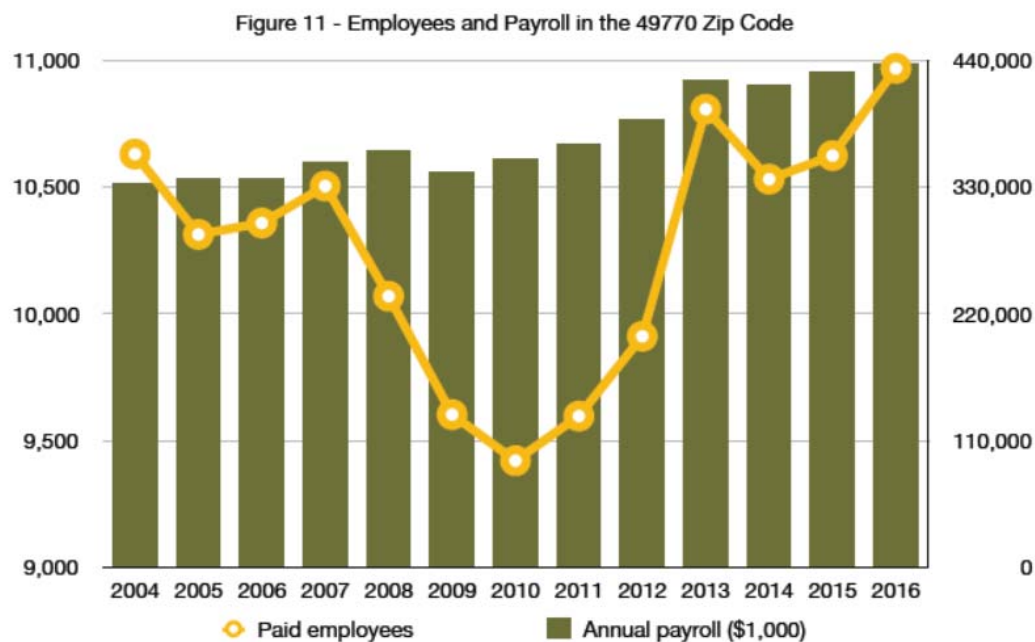
Source: 2016 Economic Census

Table 7 - Employment by Occupation

	Petoskey		Emmet County		PMA	
Management	1,206	40.0%	5,676	35.0%	3,580	38.8%
Service	832	27.6%	3,574	22.0%	2,025	22.0%
Sales and Office	569	18.9%	3,730	23.0%	2,076	22.5%
Construction, Farming and Mining	175	5.8%	1,672	10.3%	794	8.6%
Production and Transportation	236	7.8%	1,585	9.8%	750	8.1%

Source: 2017 American Community Survey

PMA is the Primary Market Area: City of Petoskey, Resort Township, Bear Creek Township, Little Traverse Township and the City of Harbor Springs.



Source: "Darling Lot Market Study", Mission North, January 2020

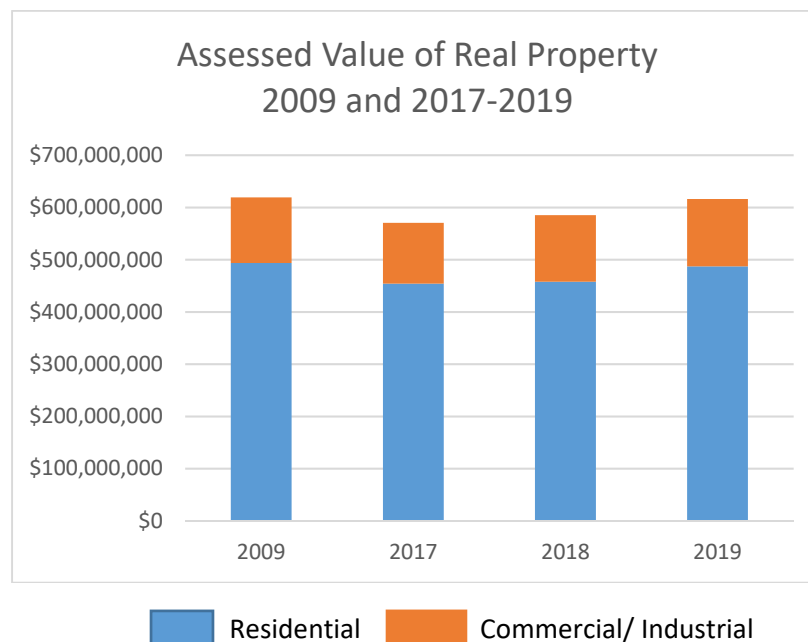
Table 9 - Income and Home Value Comparison for Various Michigan Cities

	Population	Median Household Income	Average Household Income	Median Home Value	Value/Med. Income Ratio
Boyne City, MI	3,747	\$50,959	\$62,626	\$129,500	2.54
Charlevoix, MI	2,457	\$34,484	\$59,435	\$173,100	5.02
St. Joseph, MI	7,233	\$55,975	\$75,210	\$166,300	2.97
Marquette, MI	21,081	\$38,998	\$58,470	\$172,900	4.43
Petoskey, MI	5,696	\$37,639	\$65,834	\$178,900	4.75
Traverse City, MI	15,550	\$53,237	\$78,497	\$216,800	4.07
Michigan	9,925,568	\$52,668	\$72,091	\$136,400	2.59
U.S.	321,004,407	\$57,652	\$81,283	\$193,500	3.36

Source: 2017 American Community Survey

The value to income ratio provided in Table 9 is an indicator of the ability of residents to purchase a home. That is, a lower ratio means that households with median income are more likely able to purchase a home.

A frequently used measurement of community economic condition is an increase in assessed value. The charts below illustrate that property values are improving and our strong reliance on residential property as a resort community. The City's assessed value of real property increased 8 percent since 2017 and is 16 percent of Emmet County's assessed value.



Source: Emmet County Equalization Reports

## **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 opening of the Great Lakes Center for the Performing Arts in 2018. The venue adds 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.

Groundwork Center for Resilient Communities is a driving force for the reestablishment of 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 success. There appears to be widespread public support for the conceptual passenger line and it is marked as a goal by State transportation plans. With the removal of tracks during recent road reconstruction, a new train depot south of downtown will need to be created.

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. 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. City Council recently approved a license agreement with Little Traverse Bay Foundation that is projecting ferry service to begin in the summer of 2020.

### ***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 K-12 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, Little Traverse Bay Bands of Odawa Indians, 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 1,900 employees, the presence of a high quality medical center in a community of our size is a great economic asset. The \$150 million expansion currently underway will create 92 private patient rooms, 12 observational beds, a new operating room and lobby improvements.

The City has worked closely with the hospital on utility and roadway extensions for the expansion and will continue to 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, or green infrastructure projects such as solar arrays or electric car charging stations.

### **Challenges**

The most immediately pressing issue for the City is the rising water levels of Lake Michigan. The City has been and will continue to address issues related to embankment erosion and potential impacts on the municipal marina. Given the waterfront is one of our greatest assets, ensuring long-term recreational use will be a necessary investment.

National retail trends have greatly impacted Downtown Petoskey, but it continues to be a strong economic engine for the City and region. The seasonality of our economy has impacted the types of businesses locating in downtown storefronts, with service businesses and restaurants that are a draw for year-round residents occupying an increasing number of spaces. While downtown certainly has vacancies, it continues to have an enviable occupancy rate of 91 percent.<sup>2</sup> The Downtown Management Board, Chamber of Commerce and Petoskey Visitor's Bureau work to mitigate 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 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 mixed-use concept was developed for the Darling Lot and a conceptual two level deck at the combined City and County lots on E. Lake Street but the development of structured parking has not yet occurred.

A shortage of housing-particularly rentals- that are affordable or available to all income levels continues to impact 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

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<sup>2</sup> As of March 6, 2020 there are 16 vacant downtown storefront spaces.



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. Emmet County created EMGO Ride for a year but funding through the budget process continues to be precarious. A dedicated funding source such as a voter-approved transportation millage would be a more reliable long-term solution and should continue to be explored.

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, 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.

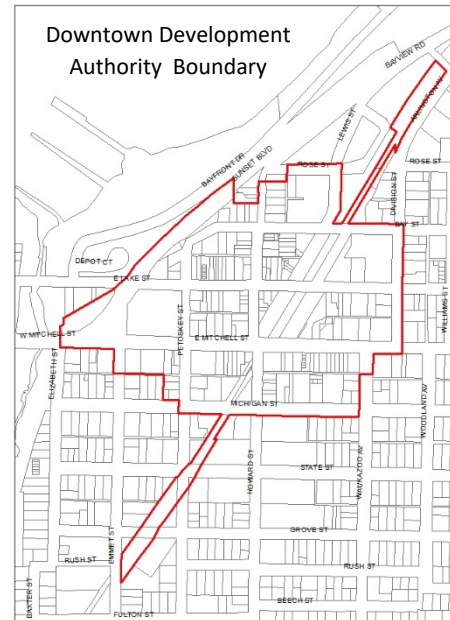
The public sector will continue its investment in the downtown to create an appealing public realm. Public investments in physical improvements and other programmatic commitments are intended to set the stage for the high quality environment that defines Petoskey, providing opportunities for new private 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 two (2) 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 and Periphery** – Downtown Petoskey is generally bounded by Michigan Street on the south, Emmet Street and U.S. 31 on the west, Rose Street on the North and Division Street and Waukazoo Avenue on the east. However, the Downtown Development Authority boundary actually extends from Winter Park Lane to the north and to Emmet Street on the south along the Downtown Greenway Corridor. The following projects will be undertaken over the next six years as detailed in 2018-2022 Downtown Strategic Plan and the 2020-2025 Capital Improvements Plan to support further economic development activity. The following projects will work to achieve our Strategy by enhancing downtown park and business amenities.



- Engineering and construction of a parking structure;
- Repaving of existing parking lots and installation of pay stations where appropriate; and
- Streetscape study to include exploration of snow-melt installation throughout the downtown to make downtown more walkable all year around.

On the periphery of downtown there are also properties that are ideal for walkable mixed use or multiple family development.

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 anticipated in future years include:

- Expansion of the Downtown Greenway Corridor to Washington Street;
- Repaving of Fulton and Bridge Streets; and
- 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 following 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; and
- 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

<b>UTILIZED</b>	<b>YEAR</b>	<b>PROJECT</b>	<b>OUTCOME</b>
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 and 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 2010 2019	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		5 licenses issued (Beacon Bistro, Twisted Olive, Thai Orchid, Ernestos Cigar Bar, Sam's Graces)

<b><u>UTILIZED</u></b>	<b><u>YEAR</u></b>	<b><u>PROJECT</u></b>	<b><u>OUTCOME</u></b>
Rental Rehab	2014	Rehab existing housing units	7 rental units renovated on Waukazoo Ave.
CDBG for Blight Elimination	2015	Grant Application for 316-318 East Lake Street; applicant withdrew	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
Site Conceptual Plans Developed	2007 2015 2019	Blueprint Petoskey Charrett; Old Town Emmet Neighborhood Workshops; Darling Lot	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	2019	Recommendation in Downtown Plans since 2007	City Council appointed a Local Historic District Study Committee for downtown; Study report in process

## 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.



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. 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.

The City became Redevelopment Ready Communities™ certified in 2018. The RRC certification 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 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.

### **The 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. 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.

Geotechnical work has been completed on the site to determine structural loading capacities for a future parking deck. Soil studies were also completed showing the site contains contaminated soils that that may qualify the land for **Brownfield Tax Increment Financing (TIF)**. Officially declaring the site a Brownfield will also make it eligible for State funding. ~~An additional option may be to use tax increment financing from future development at the 200 East Lake Street site to fund parking improvements at the Michigan Lot. This option may or may not be pursued and is dependent upon future parking demands associated with development at 200 East Lake Street. Once the parking study has been completed, the City Council, DMB and City Staff will explore planning and possible funding options to construct a future parking deck.~~

A conceptual plan for the property was developed in 2019 with pre-development assistance through the Michigan Economic Development Corporation that incorporated structured parking and housing, but the direction from City Council was that the site should be primarily for parking. 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.

### **Adjacent to Downtown**

#### **First Baptist Church**

Zoning:	OS Office Service
Allowed uses:	Office and residential
Adjacent uses:	Office and single family residential
Approximate Size:	Lot is 8,400 square feet; building is approximately 25,000 square feet
Utilities:	All utilities available
Location attributes:	Adjacent to the CBD, near schools

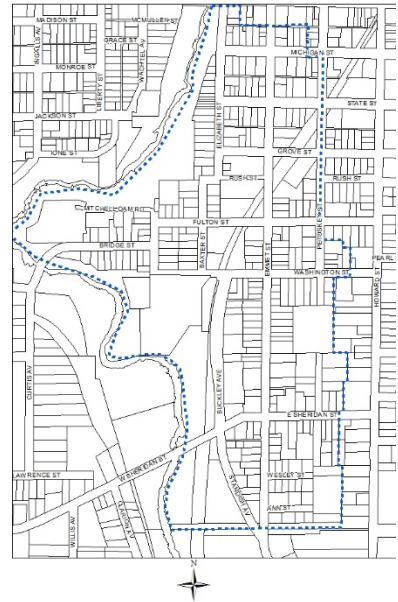
The historic church was built in 1910 and has had the same congregation for its life. The church congregation is building a new facility and looking to sell the historic structure. The site is constrained without the possibility of on-site parking.

Preservation of the historic structure, in addition to removal of previously identified contamination, would likely qualify the site as a brownfield. Given the proximity of the site to the downtown, the desired development outcome could be housing or office use, which are both permitted uses in the O-S District.



## 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 vehicles daily. 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.



Emmet Street was fully reconstructed in 2017, and the Downtown Greenway Corridor was extended to Emmet Street, as well as the sidewalk widened on the east side to 8 feet. Neighborhood pedestrian orientation has greatly improved, with connections to downtown, the Little Traverse Wheelway at the waterfront, Bear River Valley Recreation Area, and the North Country National Scenic/ Iron Belle Trail.

The infrastructure is now in place that will enhance future redevelopment of the neighborhood.

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.



Before Reconstruction



After Reconstruction

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. 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 between Fulton and Washington Streets.



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.

Further south and adjacent to the river is a large tract of former industrial land-the Poquette property and former Continental Structural Plastics building that 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 incentivize development through economic development initiatives and strong investment in public infrastructure. The Public Works Director, City Planner and City Manager are committed to seeing this area reach its full potential.



# City of Petoskey

# Agenda Memo

**BOARD:** City Council

**MEETING DATE:** January 20, 2020

**PREPARED:** January 16, 2020

**AGENDA SUBJECT:** Consider Engineering Study and an Interlocal Agreement with Resort Township and Emmet County to Share Costs of a Slope Failure Study by W.F. Baird & Associates

**RECOMMENDATION:** That the City Council approve the Baird Slope Failure Study dated March 10, 2020 and the Interlocal Agreement

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**Background** This is the second discussion regarding approval of a Slope Failure Study on the bluffs area near Arrowhead Shores in Resort Township. On January 20, 2020 City Council directed staff to approach Resort Township officials about splitting the costs of an \$81,620 engineering study. The Mayor and two staff members attended the Resort Township Board meeting on February 11, 2020 soliciting financial support for the Slope Failure Study. Resort Township Board members approved a motion in support of paying for 1/3 the costs of the study and requested that the City approach Emmet County to inquiry if the County would be willing to fund a portion of the study.

The Mayor and staff members then attended an Emmet County Parks and Recreation Board meeting as well as two Emmet County Commission Board meetings. On March 9, 2020 the Emmet County Board voted 7-0 to approve the Interlocal Agreement.

If approved by City Council, the enclosed Interlocal Agreement will be signed by all three parties (County, Township and City) sharing the costs of the Slope Failure Study. With a \$14,700 grant received from the Petoskey-Harbor Springs Area Community Foundation Little Traverse Bay Protection & Restoration Fund, the costs for each entity will be reduced to \$22,306. There may be other grant funding opportunities forthcoming.

The Baird Slope Failure Study has been slightly revised to include both Resort Township and Emmet County as signatories on the proposal. The following minor changes have been made to the proposal as well:

- Changed date on cover sheet to March 10;
- Included Emmet County and Resort Township throughout the document (i.e.: City/Township/County);
- Struck the reference to additional boring costs of \$10K-25K in Task 3B. This may occur at later phases of the project if needed to determine more specific design parameters.
- Page 12 changed the language to include thirds (Township, City and County) and a cost of \$27,206.66. This cost will be reduced by equal portions according to the grant from the Community Foundation for \$14,700;
- Changed the schedule on Page 12 to reflect current dates.

If approved and signed by all parties, project engineers will be on-site as soon as weather conditions permit to determine if safe passage by walkers and bicyclists can be guaranteed with current bluff conditions. Staff is also in discussions with MDOT officials regarding potential safety precautions on the highway if the trail is to remain closed. Potential remedial options and cost estimates will be addressed by engineers once the initial determination on bluff safety is made.

The following information was included in the January 20, 2020 Council meeting.

Increasing high water and wave energy has caused substantial slope failures along the Little Traverse Wheelway, particularly between Magnus Park and Arrowhead Shores. Late fall the City was informed by a trail user of a crack in the ground parallel to the trail west of Magnus Park. Upon inspection, the crack ended up being approximately 100' long by 8" wide with a drop in grading. Further down the trail, staff identified more areas where the adjacent earth completely fell away from the trail, in some places more than two feet. Personal inspection and also drone footage provided confirmation of the bluff eroding into the lake. Consequently, the City decided to close the trail between the Wastewater Treatment Plant and East Park due to potential instability of the slope and trail.

Initial estimates show erosion areas on private property with other damaged areas on City property. All damaged shoreline areas are within Resort Township. The Parks and Recreation Director and City Manager met with the Resort Township Supervisor regarding the erosion issues. At that meeting, City staff discussed the severity of the erosion issues and the possibility that this trail section could be closed indefinitely. City staff also broached the concept of cost sharing for the engineering study with Resort Township and will be making an official funding request to the Resort Township Board of Trustees at their next meeting on February 11, 2020.

Because of the topography of the land this particular stretch will require a different approach than previous shoreline fixes. The City is currently working with W.F. Baird and Associates on other shoreline and marina projects and is confident they have the resources to assist with ultimately providing the City with solutions. Additionally, OHM, an engineering firm in Petoskey, will also be jointly working with Baird as part of this project.

Rory Agnew from W.F. Baird and Associates will be making a presentation on the issues of the slope failure and will be available for any questions related to this project.

**Proposals** W.F. Baird and Associates are the leading experts in waterfront revitalizations, shoreline protection, and recreational marina facilities. The proposal includes a data collection (existing and collected), surveys (visual, topographic, nearshore and lakebed/subsurface), environmental conditions analysis, and schematic design(s) with a 5-6 month timeline for completion. This timeline will provide staff with enough information to formulate a plan based on the plan recommendations for the area.

Cost of proposal is \$81,620 for the above mentioned scope

**Review** W.F Baird and Associates have a history of working on projects in Northern Michigan and were the engineers behind the Bayview Shoreline protection project. Additionally, W.F. Baird was recommended to the City by John Beckett of Beckett and Raeder and are currently assisting the City with other shoreline issues. The City has reviewed the proposal and is confident the outcomes of the plan will provide direction. The proposal is not part of the 2020 Budget but could be funded through the General Fund Unrestricted Reserves with a balance currently at \$4,761,913.

**Recommendation.** If City Council is comfortable with proceeding, a motion could be made *"to approve the Baird Slope Failure Study dated March 10, 2020 and the Interlocal Agreement with Resort Township and Emmet County to cost share funding on an \$81,620 Slope Failure Study with W.F Baird & Associates, Madison, Wisconsin."*

rs  
Enclosures

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF PETOSKEY (MICHIGAN),  
EMMET COUNTY AND THE TOWNSHIP OF RESORT REGARDING  
SLOPE FAILURE STUDY**

**WHEREAS**, high water levels in the Great Lakes, in general, and Lake Michigan, in particular, are threatening shorelines throughout Michigan; and

**WHEREAS**, The City of Petoskey (“Petoskey”), Emmet County (“County”) and the Township of Resort (“Resort”) and private property owners own properties or have easements and other interests that are threatened by the high water levels; and

**WHEREAS**, Petoskey, Emmet County and Resort (collectively “the Parties”) have concluded that it is in their best interest and in the interests of their residents to conduct a study jointly to determine what actions may be necessary and desired to protect their shorelines, avoid the collapse of land into Lake Michigan and protect their commonly held interests; and

**WHEREAS**, the Parties have identified Baird Engineering as a consulting company with engineers and other experts who can conduct a study on the likelihood of collapse and make recommendations about what measures the Parties can employ at their discretion to protect their jointly held interests and the potential costs of those measures (“the Study”); and

**WHEREAS**, the Parties have the authority to enter into an interlocal agreement in which to retain Baird Engineering and to share the costs of the Study consistently with the terms of this Interlocal Agreement.

**NOW THEREFORE** in consideration of the mutual covenants and promises contained herein, the Parties enter into this Interlocal Agreement to establish terms and conditions for their retention of Baird Engineering to conduct the Study, to provide access to properties owned or controlled by the Parties to the Baird Engineering and to negotiate with private landowners to obtain access for Baird Engineering to conduct the Study (to the extent such is necessary).

1. It is understood and agreed by the Parties that they will jointly contract with the experts and consultants, Baird Engineering, for a Slope Failure Study and associated work plan at Arrowhead Shores (contract attached as Exhibit A) in the geographic area identified as Figure 3 in the Study sharing the costs of such study equally. It is agreed that any future grant funding for the project will equally offset the overall costs for Petoskey, Emmet County and Resort for the Slope Failure Study.

It is further agreed that Emmet County, Resort Township and the City of Petoskey do not commit to collectively paying for any additional costs for the Study above \$81,620 as depicted in the Baird Study proposal.

2. The Parties will work together to obtain access to any private properties required for the Study.
3. It is understood and agreed by the Parties that the scope of this Interlocal Agreement is strictly limited to conducting the Study and nothing in this Interlocal Agreement pertains to any costs related to implementing any recommendations made by Baird Engineering, which, if necessary, will be the subject of further negotiations and separate agreements.
4. It is understood and agreed between the Parties that this agreement is contingent upon the implementation and initiation of the Study in a reasonable amount of time. In the event the Project is not implemented for any reason, this agreement is void and each party will bear its own costs.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Robert Wheaton, Supervisor Resort Township

\_\_\_\_\_  
Date

\_\_\_\_\_  
William L. Shorter, Chairperson Emmet County Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Murphy, Mayor City of Petoskey

\_\_\_\_\_  
Date



Mr. Kendall Klingelsmith, MPA, CPRP  
Director | City of Petoskey Parks & Recreation  
101 E. Lake St  
Petoskey, Michigan 49770

Mr. Robert Wheaton  
Supervisor | Resort Township  
2232 Resort Pike Road  
Petoskey, Michigan 49770

Mr. William L. Shorter,  
Chairperson | Emmet County  
200 Division Street  
Petoskey, Michigan 49770

**Status: Final**

10 March 2020

Dear Mr. Klingelsmith, Mr. Wheaton & Mr. Shorter,

**Reference # P13269.600.P1.Rev2**

**RE: SLOPE FAILURE STUDY - PETOSKEY, MICHIGAN**

We thank you for the opportunity to provide this proposal to assist the City of Petoskey, Resort Township, and the County of Emmet (herein referred to as City/Township/County) with the analysis and potential repair of several shoreline slope failures recently observed along the Little Traverse Wheelway. Our team is pleased to assist the City/Township/County with the matter and will be led by W.F. Baird & Associates Ltd. (Baird) with local affiliate OHM Advisors (OHM) as a subconsultant.

Representatives from Baird visited Petoskey on December 22, 2019 and conducted a preliminary visual assessment of the slope failures to assist with our understanding of the issue. Figure 1 shows the extent of the slope failure adjacent to the Arrowhead Shores development extending well beyond the damage that is visible from the trailway, as marked by the orange barrels in the image's upper right corner. This observation provided valuable insight regarding the complexities, risk, and urgency associated with the current condition, and we have tailored our proposal accordingly.

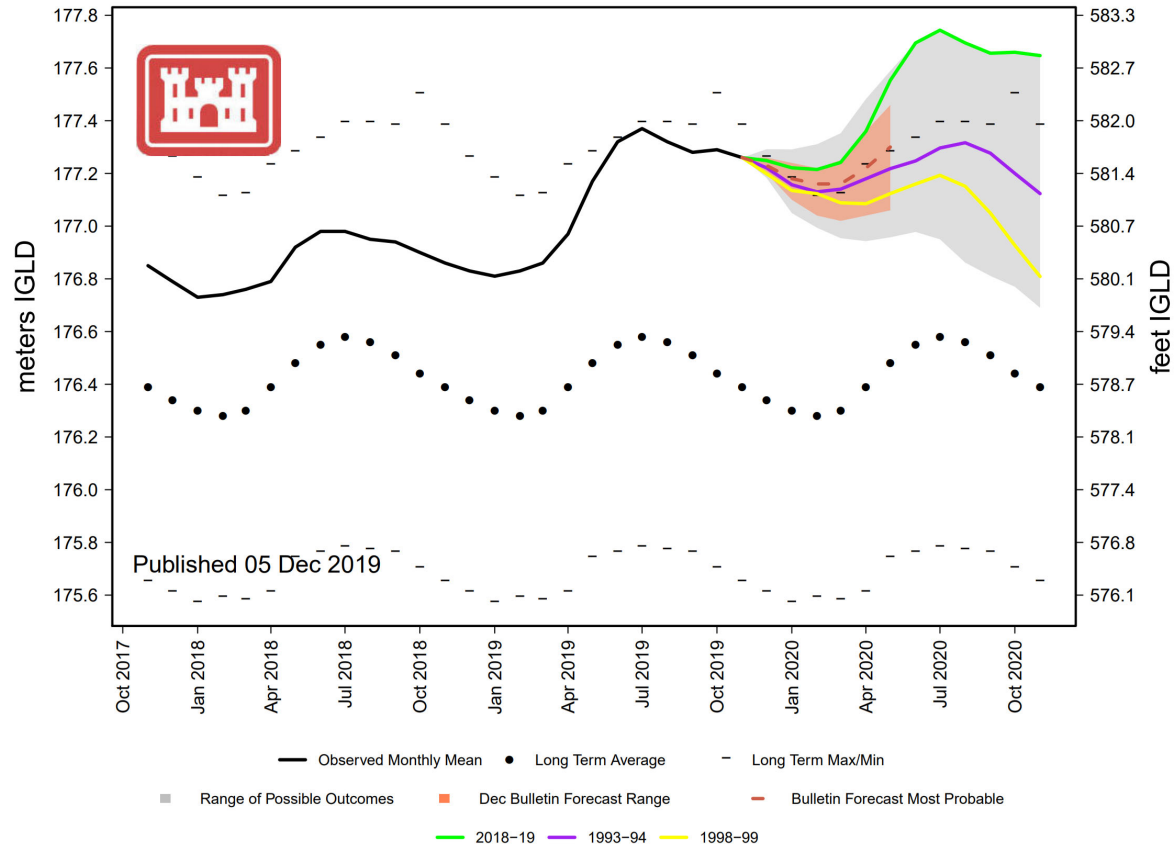


**Figure 1: Shoreline Slope Damage (Baird, Dec. 22, 2019)**

Prior to submitting our proposal, we would like to point out that our experience indicates the overall process for this project is not likely to be perfectly linear due to the following:

- The number of stakeholders relying upon the bluff to protect valuable infrastructure from the effects of the lake, including the City, Township, County, and various homeowners, and the potential catastrophic nature of slope failures with respect to said infrastructure.
- The complexity of issues which influence slope stability in a coastal setting including geotechnical variability, which is impossible to fully characterize, and the frequency and severity of high-water events and storms on Lake Michigan, which again are impossible to fully predict on a long-term basis (see Figure 2 below). As a result, we want to make clear from the onset, it will not be possible for us and/or anybody to determine exactly when the slope might fail or to perfectly quantify the level or risk that the City/Township/County currently faces or will face in the future.
- In addition, it is important to keep in mind that coastal design is significantly different from standard land-based where the level of structure reliability is inherent in the application of a code. In contrast, the standard coastal design procedure allows the Owner/Stakeholders to select a desired estimated level of protection and design life, with these decisions usually being heavily influenced by the available budget for construction.

Given the above, it is of the utmost importance that the City/Township/County be prepared to be integrally involved in the process as it moves forward to manage stakeholders and make critical decisions. It is our job, as your specialist consultant in this matter, to provide you with the information needed during this process so that you can be informed with respect to these critical decisions.



**Figure 2: Lake Michigan-Huron Monthly Mean Water Levels (USACE, Dec. 2019)**

Please do not hesitate to contact us if you have any questions or comments. We look forward to working with the City of Petoskey, Resort Township and the County of Emmet to address the ongoing challenges along the shoreline.

With thanks,

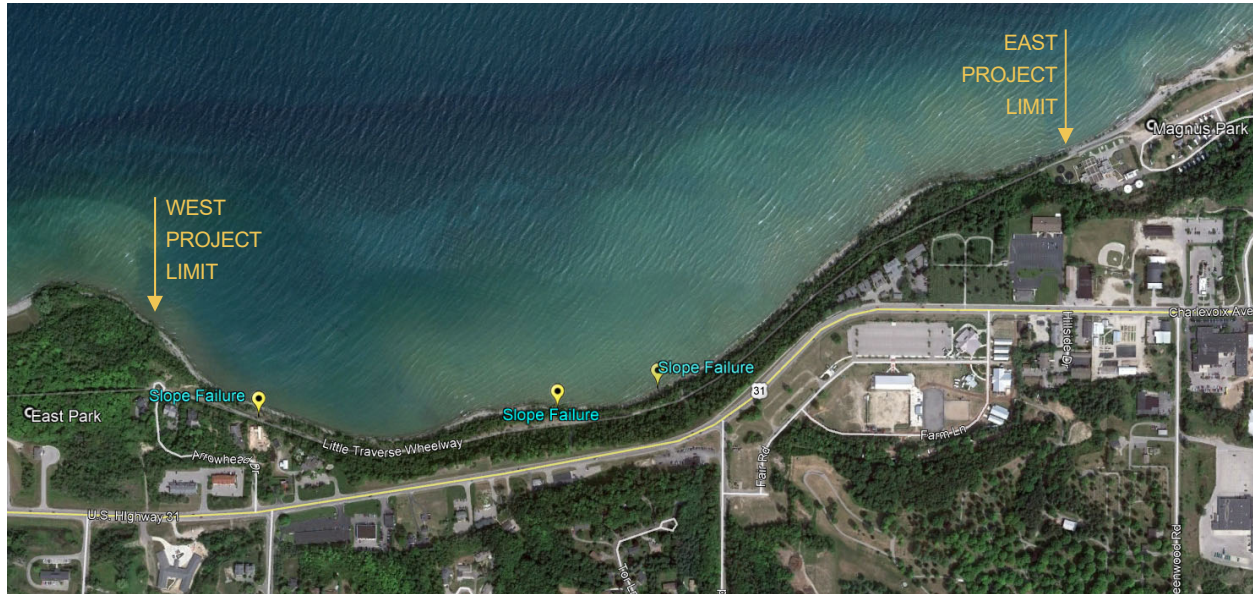
  
**Rory Agnew, PLA** | Associate  
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 E: ragnew@baird.com

  
**Ed Liegel, PE** | Associate Principal  
 Baird & Associates  
 E: eliegel@baird.com



## PROJECT UNDERSTANDING

Multiple areas of slope failure along the Little Traverse Wheelway (trailway), located between Magnus Park and East Park, were recently discovered by City of Petoskey staff. The approximate location of the known slope failures and project limits are shown in Figure 3. We understand additional areas of failure may exist but are yet to be documented. This portion of the trailway is located on a historic railbed that was terraced into the mid-slope of a natural reach of shoreline that currently has no additional shoreline protection. In addition, several homes are located on top of the slope along Arrowhead Drive above the westernmost slope failure (see Figure 4). The property limits associated with some of these homes extends to the shoreline, with an easement granted for the traversing trailway.



**Figure 3: Approximate Slope Failure Locations and Project Limits**



**Figure 4: Arrowhead Drive (Existing Shoreline Homes)**

Within this proposal, we have provided a detailed scope of service, professional fee, and schedule to assist the City/Township/County with assessing the existing slope failures and developing a range of schematic design solutions and associated costs. The culmination of the design process, from initial investigations and analysis to preferred design solutions, will be documented within a Basis of Design (BOD). The BOD is a living document that contains the project goals, results of analyses, field investigations, design criteria, developed concepts/schematics, opinions of probable construction costs, and Owner/Stakeholder decisions and consensus. The remainder of this document describes the tasks that will be undertaken to develop the BOD.

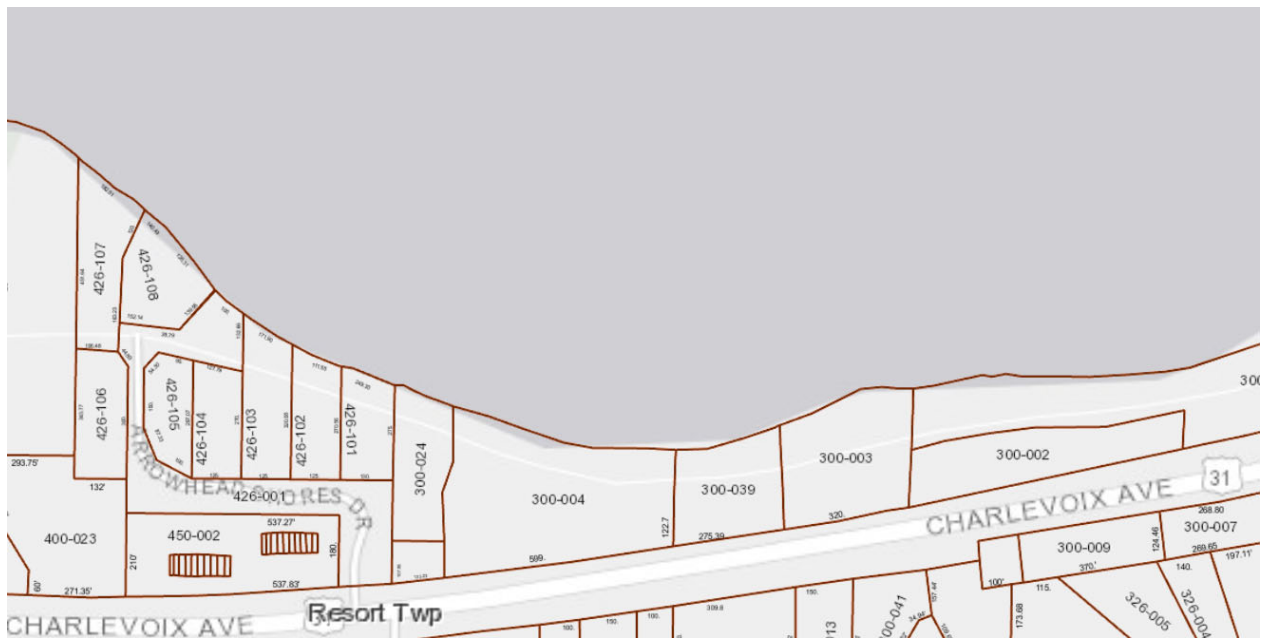
## SCOPE OF SERVICES

### Task 1 – Project Kick-off

Representatives from the project team (Baird and OHM) will attend a project kick-off meeting with City/Township/County representatives. During this meeting, we will discuss and document project objectives, existing conditions and issues, overall design process, deliverables, and schedule. Known areas of shoreline slope failure and any recent/additional shoreline damage issues will be discussed. The team will conduct a site visit immediately following the project kick-off meeting. Shoreline damage and slope failures will be photo-documented and mapped with a drone.

In addition to meeting with the City/Township/County and visiting the site, we recommend an additional meeting with property owners to discuss the issues and share project goals and objective (i.e. field data collection, design process, next steps, etc.). This meeting could potentially take place on the same day, following the site visit, or at a later date via teleconference. Informing this group of stakeholders early in the design process will alleviate potential issues and concerns (i.e. site access, property easements, trespassing, risks, responsibilities, etc.). Current property ownership for the project area is shown below in Figure 5. We assume all communication with property owners will be undertaken by the City/Township/County.

*Deliverable: Baird will develop and distribute meeting minutes and document meeting(s) and site visit in BOD.*



**Figure 5: Property Ownership Map (Emmet County Equalization/GIS Department)**



## Task 2 – Data Collection

Our team will compile and analyze existing background data for the project site. Existing data may include property ownership information, historical aerial photographs, existing geotechnical borings, previous slope/geotechnical analysis, engineering calculations, and construction documents. It is assumed the City/Township/County will provide any pertinent historical documents associated with the project site. To the extent possible, our team will leverage past and ongoing studies (i.e. OHM studies and design work from the development of the Little Traverse Wheelway, including historic soil boring logs).

Our team will also collect field data for this effort, including:

- Visual conditions survey
- Topographic survey
- Nearshore survey
- Lakebed sediment and subsurface assessment

Below is a detailed description of each field data collection task.

### Task 2a - Visual Conditions Survey

A visual survey of the ground cover, exposed soils, groundwater patterns (if visible), and other general characteristics of the existing slope will be conducted. The visual survey will also include an assessment of the existing nearshore coastal conditions. This will not only be conducted for areas that have known slope failure issues, but also aim to document any additional slope failures within the project limits (i.e. Magnus Park to East Park, refer to Figure 3). Drones will be used as a tool to assist with this task. Note, this task will be weather-dependent, as snow-cover and winter conditions are not suitable for visual documentation or worker safety.

### Task 2b - Topographic Survey

Upon documenting visible slope conditions, our team will collect landside topographic survey of the area currently subject to slope instability (with attention given to the margins of the area of existing instability).

### Task 2c - Nearshore Survey

Nearshore bathymetry LiDAR survey data (USACE LiDAR, 2015) is available for the site and will be utilized to the extent possible. In addition to the topographic survey described above, our team will conduct survey profiles perpendicular to the shoreline for the areas with on-going slope failures, spaced at 25-foot increments to document the current condition of the nearshore lakebed and toe of slope. Survey profiles will be collected using traditional survey methodology (i.e. total station, rod and prism) for the in-water areas and will extend from the waterline to a depth of approximately 3-4 feet offshore. This information will be compiled within a GIS database and utilized for subsequent analysis and design tasks. Conducting a detailed bathymetric survey is not included in this scope of work; however, we note that detailed bathymetric data must be collected prior to completing final shoreline design and engineering solutions (i.e. construction documents).

### Task 2d - Lakebed Sediment and Subsurface Assessment

Baird's field crew will document the existing lakebed sediment characteristics (i.e. sand, cobble, and stone) and collect jet probes throughout the shoreline for the project area. This information is vital for understanding sediment transport patterns and determining the required depth for proposed shoreline protection structures (i.e. revetment toe).

*Deliverable: Data Collection results will be summarized within the BOD.*

### Task 3 – Environmental Conditions Analyses

Our team will perform the following environmental conditions analyses for the project area:

- Slope stability evaluation;
- Geotechnical exploration and analysis; and
- Coastal analysis.

A description of each analysis process is provided below. These items will be assessed independently and collectively, as shoreline environments (and the stability of such) can be complex and variable by nature.

#### Task 3a - Slope Stability Evaluation<sup>1</sup>

A preliminary slope stability analyses of the project area will be completed by OHM. The slope stability analysis will be summarized in a letter-report, describing our opinion of the types of failure(s) currently at play, providing an estimate for how continued slope activity might play out, and offering preliminary options for remedial work and/or actions to be considered by the City/Township/County. Existing soil borings will be leveraged to the extent possible for this task. This task includes a meeting with the City/Township/County to discuss the relative risks of various options, the most attractive option, and to provide preliminary information to the City/Township/County of the upcoming tasks.

*Deliverable: Slope evaluation results and recommendations will be provided within a letter-report and summarized in the BOD.*

#### Task 3b - Geotechnical exploration and analysis<sup>2</sup>

If, after follow-up meetings with the City/Township/County, a decision is made to move forward with developing a plan for remedial work, a geotechnical exploration may be warranted. We note that this task depends on the results of the visual survey along with an evaluation of existing soils data discovered for the area. If this exploration is required, we will solicit bids for the drilling work.

Following the geotechnical exploration, OHM will provide additional analysis on the option(s) of interest to the City/Township/County (as determined in the meetings of Task 1 above). This work will include design of a remedial plan, along with a refined analysis of risk for that option.

*Deliverable: Geotechnical exploration and analysis results and recommendations will be summarized within the BOD (if task is required).*

#### Task 3c - Coastal Analysis

Baird is in the process of completing a detailed coastal analysis of the Petoskey shoreline for the ongoing schematic shoreline design project (reference project #13269.301). A summary of the general offshore coastal conditions (i.e. wind, waves, water levels, ice, sediment transport, etc.) is complete. The current extent of the numerical model developed for the ongoing coastal analysis, and a site-specific wave rose are shown on the following page.

Expanding the coastal analysis to include the area of shoreline associated with the ongoing areas of slope failure will require refining the model grid and re-analyzing site specific nearshore conditions (i.e. wave heights,

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<sup>1</sup> OHM will complete the work associated with Task 3a.

<sup>2</sup> OHM will complete the work associated with Task 3b. Results from this task will also be utilized after schematic design process (i.e final slope stabilization engineering and design). Soil borings are not included in this scope of work.

cross-shore transport). The current extent of the refined model grid (which will be expanded) can be identified in Figure 6. Assessing the existing shoreline sediment characteristics and cross-shore sediment processes (using COSMOS numerical modeling and GIS analysis) will be of particular importance for this project, as the slope stability correlates directly with the nearshore sedimentation processes.

*Deliverable: Coastal analysis results will be summarized within the BOD.*



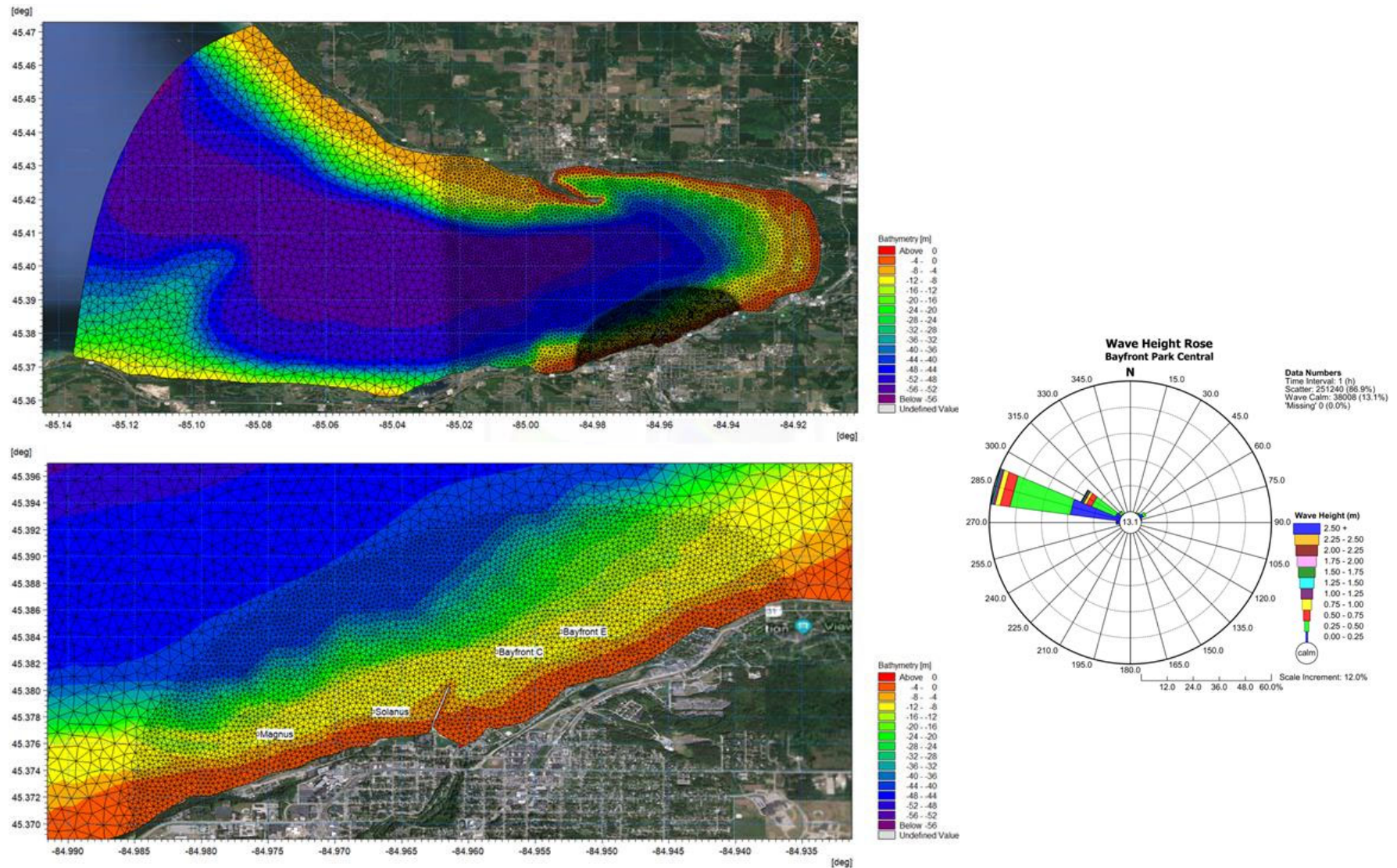


Figure 6: Numerical Model and Site-Specific Wave Rose (Baird, 2019)

## Task 4 – Schematic Design

Following the completion of the field data collection and analysis tasks, our team will begin developing schematic design solutions for the slope failure areas. The design solutions will be tailored to respond to the project goals and specific slope stabilization and shoreline protection requirements. A plan view, representative design sections, and details will be provided. The level of detail will generally be representative of the final solution for shoreline protection but will not include a complete set of drawing with all the information and details required for permitting or construction (i.e. existing conditions, demolition plan, stationing, detailed design drawings, etc.).

Our team will continuously coordinate with the City/Township/County throughout the design process to ensure the solutions are in line with the stakeholder (i.e. City/Township/County and homeowners) goals for the project area. Upon completing the initial schematic design solutions, Baird will develop an opinion of probable construction cost for each solution. The designs and costs will be presented to the City/Township/County for comment and consensus. If required, designs (and estimates) will be updated to address any comments. Schematic design solutions will be discussed in detail within the BOD.

*Deliverable: Schematic design (plan, section, and details) and opinion of probable construction costs for each slope failure area. This information (and stakeholder comments and consensus) will be documented within the BOD.*

## Next Steps – Potential Future Services

This is the first step our team recommends the City/Township/County take to assess the ongoing issue, develop a solution, and document the process, including consensus of the preferred solution. Our team welcomes the opportunity to assist with future services as described below. A separate proposal for these services can be prepared upon request.

- Grant Support
  - Develop narrative for grant application submittals
  - Provide additional support (written responses, interviews, meetings, etc.)
  - Assist with reporting requirements (if awarded)
- Regulatory Support
  - Initial coordination meetings (EGLE and USACE)
  - Develop permit drawings
  - Permit application preparation and submittal
  - Additional permit meetings, coordination and support
- Final Design and Contract Document Development
  - Additional field investigations (bathymetry, borings, etc.)
  - Engineering analyses and final design calculations
  - Engineer's opinion of probable construction costs
  - Drawings, technical specifications, bill of quantities and supplementary information
- Bid Phase Services
  - Preparation of Bidding Requirements including Notice/Advertisement to Bidders, Instructions to Bidders, and appropriate bid forms
  - Preparation of Contract Documents
  - Notify select contractors prior to bid issuance

- Provide written responses to questions raised by bidders
- Conduct a pre-bid meeting with potential bidders
- Preparation of addenda, if required
- Conduct the Bid Opening
- Evaluate bids
- Provide a recommendation of award
- Assist with contracting
- Construction Phase Services
  - Conduct a pre-construction meeting
  - Provide written responses to questions raised by the Contractor
  - Solicitation of proposals from the Contractor for changes to the Work
  - Shop drawing and submittal reviews
  - Preparation of Change/Field Orders
  - Periodic or full-time observation of the Work
  - Conduct quarry visit to perform quality assurance activities for the proposed stone and cobble materials
  - Monitoring construction progress
  - Review and recommendation of approval or denial of the Contractor's Requests for Payment
  - Performance walk-through and preparation of a punch list upon the Contractor's request for a determination of Substantial Completion
  - Provide determination of completion and recommendation for final payment upon satisfaction of the project punch list and completion of all Work

## SCHEDULE

A schedule to complete the scope of services described above is provided in Table 1. This schedule is dependent upon the date of award of a contract for the work. The dates presented below could vary depending on various factors, including the notice to proceed, weather conditions, etc.

Important items/ assumptions related to the schedule:

- Solid blue indicates active work, while hatching indicates variable timeframe.
- It is assumed that winter weather will delay detailed field investigations until Spring 2020; however, weather will be continuously monitored for opportunities to complete tasks as soon as safely permissible.

**Table 1: Project Schedule**

Task	Mar	Apr	May	Jun	July
Notice to Proceed					
Task 1 – Project Kick-off	★ ★				
Task 2 –Data Collection					
Task 3 – Env. Conditions Analysis					
Task 4 – Schematic Design					★     ●

Key

- ★ Meeting with City/Township/County
- ★ Meeting with Stakeholders
- Issue Final BOD

**PROFESSIONAL FEE**

Table 2 presents our professional fees and expenses for the tasks noted above. Our proposed scope of services and professional fee assumes all project tasks will be completed by Baird and/or OHM. Additional services shall not be completed without prior authorization from the City/Township/County.

**Table 2: Professional Fees per Task**

Task	Labor (\$)	Expense (\$)	Total Cost (\$)
1 - Project Kick-off	\$4,000	\$1,500 (travel)	\$5,500
2 - Data Collection	\$14,050	\$2,500 (travel)	\$16,550
3 - Env. Conditions Analyses	\$23,270		\$23,270
5 - Schematic Design	\$36,300		\$36,300
<b>Total Fee</b>			<b>\$81,620</b>

We understand the City of Petoskey, Resort Township, and County of Emmet will each fund one third of the total fee (i.e. \$27,206.66).

We greatly appreciate the opportunity to work with the City of Petoskey, Resort Township, and the County of Emmet to improve your shoreline. Please do not hesitate to contact us if you have any question or comments regarding our proposal.

**Signature of City of Petoskey Representative:**

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

**Signature of Resort Township Representative:**

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

**Signature of the County of Emmet Representative:**

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title





**BOARD:** City Council

**MEETING DATE:** March 16, 2020

**PREPARED:** March 11, 2020

**AGENDA SUBJECT:** Riverbend Park Pickleball Court Construction Contract

**RECOMMENDATION:** That the City Council authorize contracting with Elmer's Crane and Dozer, Petoskey, for construction of two pickleball courts at Riverbend Park

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**Background** In 2018, the City's Parks and Recreation Master Plan was updated and the desire for dedicated, outdoor pickleball courts was one of the top three priorities based on community input. Since then, the City has been coordinating with the Little Traverse Bay Pickleball Association to raise funds for the construction of courts. To date, approximately \$82,000 has been raised through grant writing and fundraising efforts. The City also earmarked \$25,000 in the Capital Improvement Plan for construction in 2020.

In 2019, the City applied for a Recreation Passport grant through the Department of Natural Resources but was unsuccessful in obtaining a recommendation for funding. The City feels strongly about the benefit the courts will have in the community and is able to fund the difference of budgeted funds within the Park's General Fund Budget.

Pickleball is one the fastest growing sports in America. The game is played on a hard surface smaller than a tennis court. Two players on either side of a net volley a plastic ball back and forth using a solid paddle about the size of a racquetball racket. While the majority of the players tend to be 55 and older, it is a great activity for any age. Additionally, the City is working with the Little Traverse Bay Pickleball Association to offer lessons and leagues.

**Proposals** City staff, along with Beckett and Raeder, prepared and advertised detailed bid specifications for the Riverbend Pickleball Courts dated February 3, 2020. Bid invitations were also sent to construction services associations and bidders plan rooms by the architect. There was also a mandatory pre-bid meeting on February 19, 2020 at City Hall. Bids were opened on Tuesday, February 25, 2020 and two bidders submitted quotes:

<u>Bidder</u>	<u>Amount</u>
Elmer's Crane and Dozer, Inc. Petoskey, MI	\$132,000
Tri County Excavating Harbor Springs, MI	\$136,904

**Recommendation** City staff recommends City Council authorize contracting with Elmer's Crane and Dozer, Inc., Petoskey, in the amount of \$132,000 for construction of two pickleball courts at Riverbend Park.



**BOARD:** City Council

**MEETING DATE:** March 16, 2020      **PREPARED:** March 9, 2020

**AGENDA SUBJECT:** Plow Attachments – Salt Spreader – Plow Truck Purchase

**RECOMMENDATION:** That the City Council authorize this proposed purchase from Mi-Deal State purchasing contract and Grand Traverse Diesel Service, Inc. Traverse City

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**Background** The City's 2020 Annual Budget included \$190,000 for the purchase of a heavy duty truck with chassis to accommodate a salt spreader; underbody scraper blade and front-mounted plow hitch to replace a 1998 dump truck and plow unit with approximately 3500 hours.

**Specifications, Bids** The City staff reviewed specifications as provided by the Mi-Deal State of Michigan purchasing contract and determined the salt spreader components; underbody scraper blade and front mounted plow hitch as available through the program, would be suitable for the specified application.

Detailed specifications were prepared by the Department of Public Works staff for a heavy-duty truck cab and chassis that would accommodate equipment as provided through Mi-Deal and bid packets were furnished on February 20, 2020, to four potential truck suppliers. Availability of specifications was also advertised February 21, 2020. Two truck bids were received on March 4, 2020.

Plow Attachment and Salt Spreader Equipment	
Mi-Deal State Purchase Contract	Amount
Truck and Trailer Specialties Boyne Falls, MI	\$73,756
Truck Cab and Chassis	
Bidder	Amount
Grand Traverse Diesel Service, Inc. Traverse City, MI	\$121,000
JX Truck Center Wyoming, MI	\$124,412

Combined cost of the truck chassis and specified equipment totals \$194,756, exceeding the 2020 budget projection for this specific piece of equipment by \$4,756. Although, overall total expenditures for equipment and vehicle purchases in 2020 remains under budget due to lower purchase costs than projected.

**Recommendations** It is the recommendation of City staff that City Council authorize contracting with Truck and Trailer Specialties, Boyne Falls, through the Mi-Deal Program for the purchase and installation of plow attachments and salt spreader components, for the amount of \$73,756 and authorize purchase from Grand Traverse Diesel Service, Inc., Traverse City, for a heavy duty truck cab and chassis for the amount of \$121,000.