



Join Zoom Meeting: <https://us02web.zoom.us/j/84198977803>

Dial by Phone: 888-788-0099 US Toll-free

Meeting ID: 841 9897 7803

If you have any questions you may contact the City Clerk's Office by email or phone: aterry@petoskey.us or 231-347-2500

According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540).

According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications.

Public meetings are being monitored and violations of statutes will be prosecuted.

CITY COUNCIL

October 19, 2020

1. Call to Order - 7:00 P.M. – Virtual meeting from remote locations
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Proclamation – Hear proclamation concerning Domestic Abuse Awareness
5. Public Hearing – Receipt of comments concerning programs and services as proposed by the City's Downtown Management Board for 2021 and recommended for financing by use of the special-assessment method at a 2% rate increase compared to the 2020 formula, and consideration of a proposed resolution that would approve programs and services, establish an assessment district and direct that an assessment roll be prepared for subsequent review by the City Council
6. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) October 5, 2020 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since October 5, 2020
7. Miscellaneous Public Comments

8. City Manager Updates

9. New Business

(a) First reading of a proposed ordinance to conditionally rezone properties at 501 and 523 East Mitchell Street, 311 Division Street, and 502 and 508 East Lake Street from O-S Office Service B-2A Transitional Business

(b) Authorize contracting with Gordon Construction Services, Lansing, for construction of the Bear River Iron Belle Bridge in the amount of \$188,020

10. City Council Comments

11. Adjournment



DOMESTIC ABUSE AWARENESS MONTH

WHEREAS, all people deserve to be safe in their homes and communities; and

WHEREAS, domestic abuse remains a pervasive issue in Petoskey, the United States, and the world with implications for personal and community health; and

WHEREAS, domestic abuse does not discriminate and impacts all communities regardless of age, race, ability, gender identity, or socioeconomic status; and

WHEREAS, the current COVID-19 public health crisis has led to further isolation and increased risks of harm for survivors in all communities and particularly in rural Michigan; and

WHEREAS, research shows that by creating communities where people are connected, supportive and care for one another can reduce incidents of domestic abuse; and

WHEREAS, every day in the City of Petoskey individuals and organizations play a part in supporting people impacted by domestic abuse, providing services such as counseling, advocacy, legal, educational, housing, and medical services:

NOW, THEREFORE BE IT RESOLVED, that I, John Murphy, Mayor of the City of Petoskey, on behalf of all residents, do hereby proclaim October 2020 as:

Domestic Abuse Awareness Month

Dated this 19th day of October, 2020.

Mayor John Murphy



BOARD: City Council

MEETING DATE: October 19, 2020

DATE PREPARED: October 15, 2020

AGENDA SUBJECT: Special-Assessment Public Hearing and Resolution

RECOMMENDATION: That the City Council conduct this scheduled public hearing and consider adopting a resolution as required by City Code provisions

Background On October 5, City Council adopted a resolution at the request of the City's Downtown Management Board that the City Council again arrange for financing of downtown-area programs and services for 2021. The City Council, by adoption of the resolution, determined that such programs and services should be financed by the levying of a single special assessment, designated the Board's territory as the proposed assessment district, approved a square-footage assessment formula at a 2% rate increase compared to the 2020 formula, and scheduled an October 19 public hearing to receive comments concerning these recommended programs and services. Public-hearing notices were mailed on October 6. Although budgeted at \$103,632, the proposed special assessment would provide \$103,379 in revenues based on recent updates. Total budgeted revenues for the Downtown Management Fund in 2021 are \$193,153.

Proposal The Downtown Management Board is requesting that the City Council levy special assessments on behalf of the Downtown Management Board totaling \$101,578. For 2020, the Downtown Management Board proposes to sponsor or support 16 events including expenses for a tent and sound system at \$109,800; marketing and promotions which includes the image campaign at \$50,300; continue with beautification activities that would include purchases of tree-well flowers and fall and holiday decorations at \$21,100; cover other administrative costs and capital outlay for a downtown lighting project for \$10,300; and economic-enhancement activities including business recruitment and retention of \$1,300 for a total of \$186,282.

Correspondence No comments or correspondence has been received.

Action If, after conducting the October 19 public hearing, the City Council elects to approve these recommended proposed downtown-area programs and services for financing through a special-assessment levy at an increased rate compared to the 2020 formula, the City Council then would be asked to adopt the enclosed proposed resolution. The resolution would approve the proposed programs and services for 2021, establish the assessment district, and direct the City staff to prepare a special-assessment roll for presentation to the City Council on November 2. A second public hearing then could be scheduled for November 16 to receive comments concerning proposed special assessments. Revenues and expenditures associated with this program again would be included within the City's Downtown Development and Management Fund as part of the City's 2021 Annual Budget.



WHEREAS, at its meeting of October 5, 2020, the City Council reviewed a report by the City Manager dated September 30, 2020, as required of City Code provisions, that listed proposed programs and services to be provided to property owners and tenants within the Downtown Management Board's territory during 2021 and a proposed roll of special assessments to be spread against properties within the Management Board's district at a 2% rate increase compared to the 2020 formula, as a means of financing such proposed programs and services; and

WHEREAS, following its review of that September 30 report, the City Council scheduled a public hearing for 7:00 P.M., Monday, October 19, 2020, as required of City Code provisions, to receive comments concerning proposed Downtown Management Board programs and services; and

WHEREAS, the City Council now has conducted this October 19 public hearing to receive comments concerning proposed programs and services as recommended by the Downtown Management Board:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby approves proposed programs and services as recommended by the Downtown Management Board and costs as estimated by the Management Board to be assessed eligible property owners within the boundaries of the proposed assessment district at a 2% rate increase compared to the 2020 formula that are coterminous to those of the Management Board's territory; and

BE IT FURTHER RESOLVED that the City staff be and is hereby directed to prepare a special-assessment roll in accordance with the City Council's determination and to provide such a roll with the recommended formula rate for the City Council's review at its regular meeting of November 2, 2020.

CITY OF PETOSKEY
Downtown Management Board
2021 Programs & Services Budget

	2019 Actual	2020 Budget	2020 Projected	2021 Proposed	
REVENUE					
Downtown Assessments	91,400	101,600	101,600	101,600	
2% Increase				2,032	
Interest Income	115	1,000	100	1,000	
Penalties & Interest	600	4,000	1,000	3,000	
Carry Over			0	-	
Holiday Parade Sponsors	4,050	7,000	7,000	7,000	
Title Sponsor \$3,000					
Other sponsors \$2,000					-
PAVB \$2,000					
Petoskey Rocks/Downtown Live	3,400	5,625	0	3,200	
0 Carriage Rides					
6 stage sponsors @200 each/\$1,200					
PAVB \$2,000					
Friday Night at the Movies	-		-	1,200	
4 Movie Sponsors @ \$300/\$2,000					
Winter Carnival Income/sponsors	3,498	9,000	6,500	6,800	
15 Ice Sculpture Sponsors @ \$225/\$3,375					
0 Ice Bar Sponsors					-
5 Park Display Sponsors @ \$500 each/\$2,500					
30 Ghost Walk @ \$15/\$450					
0 Ice Bar Drink revenue					
PAVB \$500					
DT Trick or Treat/Wicked Weekend	775	3,400	0	1,400	-
0 Drink tent revenue					
0 Drink tent sponsors					
Ghost Walk Tickets \$900					
Wagon Ride sponsor \$500					
Summer Open House	3,581	4,800	0	2,300	
0 Drink tent revenue					
Ghost Walk \$300					
PAVB \$2,000					
Trolley ads & sponsorship	8,000	8,000	0	8,000	-
Gallery Walk	3,000	3,500	0	3,500	-
May Getaway	-		0	-	
Friday the 13th Ghost Walks	400	1,000	0	1,000	
Shop Map Ads	10,000	12,000	6,000	12,000	
New Marketing Activities	-	0	0	-	
Holiday Catalog	2,345	7,250	8,500	7,250	
Sidewalk Sales	-		0	0	
Presenting sponsors	-	25,000	10,000	25,000	
10 @ \$2,500					
Total Revenue	131,164	193,175	140,700	186,282	

EXPENSES					-
<u>DMB Events</u>					
Summer Open House	7,552	13,300	0	12,000	headliner music, children's activities, street performers
Sidewalk Sales	3,097	7,000	0	7,000	TV ads, DJ or musicians
DT Trick or Treat/Wicked Weekend	6,192	11,000	2,000	7,000	carver, children's activities, music
Holiday Parade	5,772	7,000	7,000	7,000	
Christmas Open House	380	1,500	2,000	2,000	
Winter Carnival	17,054	14,500	14,000	11,400	
15 Ice Sculpture Sponsors @ \$225/\$3,375					
10 Park Display Sponsors @ \$500 each/\$5,000					
Advertising \$3,000					
Petoskey Rocks/Downtown Live	12,020	34,000	0	20,000	children's activities, street performers
Friday Night at the Movies	-	-	0	2,000	
Gallery Walk	3,106	3,000	0	3,000	-
Shopping Scramble	0	-	0	-	-
Ladies Opening Night	3,426	4,000	6,000	5,000	-
May Getaway	-	4,000	0	5,000	
Tent/Sound System Expenses	-	5,000	0	4,000	
	58,599	104,300	31,000	85,400	
<u>Collaborating Events</u>					
Concerts in the Park Pledge	2,500	2,000	2,500	2,500	
Fourth of July Pledge	800	800	0	1,000	
Santa's Visit	200	200	0	200	
Restaurant Week Pledge	500	500	0	500	
Festival on the Bay Pledge	1,500	1,500	0	-	
Farmers Market Pledge	500	500	1,000	1,000	
	6,000	5,500	3,500	5,200	
<u>Economic Enhancement</u>					
Business Recruitment	445	300	500	500	
Business Retention	1,018	1,000	1,000	1,000	
	1,463	1,300	1,500	1,500	
<u>Marketing & Promotions</u>					
Image Campaign	26,335	30,000	40,000	31,000	
Image Campaign Additions	-	-	-	-	
Shop Map	7,166	9,000	8,000	9,000	
Ghost Walk	0	300	0	300	
New Marketing Activities/DT Social	0	-	0	1,500	
Staycation	0		5,000	5,000	
Holiday Catalog	9,289	11,000	11,000	11,000	
	42,790	50,300	64,000	57,800	
<u>Beautification</u>					
Flowers	6,537	9,000	9,000	9,000	
Holiday Decorations	11,545	11,500	11,000	11,500	
Fall Decorations	738	600	500	500	
	18,820	21,100	20,500	21,000	
<u>Administrative</u>					
Insurance & Bonds		200	200	200	
Other		100	100	100	
Capital Outlay	253	10,000	19,000	15,000	
2021 DT Lighting Project \$15,000					
2020 DT Lighting Project Consultant \$10,000?					
2020 Update pedestrian maps \$9,000					
	253	10,300	19,300	15,300	
Total Expenses	127,672	192,800	139,800	186,200	
Excess Revenue over Expenditures	3,492	375	900	82	



City of Petoskey

Report Concerning the Request of the City's Downtown Management Board that the City Council Implement Special Assessments to Finance Costs of Downtown-District Services and Programs for 2021

Prepared for Presentation to the City of Petoskey City Council by Robert Straebel, City Manager, Petoskey, Michigan, September 30, 2020

SUMMARY

The Petoskey City Council is being asked by the City Manager and the Downtown Management Board to implement annual special assessments within the Board's district to produce needed revenues for programs and services. This is the 27th consecutive year that assessments have been levied since the formation of the Downtown Management Board (DMB). The DMB is requesting to increase the special assessment-levy amount for the proposed 2021 special assessment compared to amounts that were used in 2020.

INTRODUCTION

On September 15, 2020, following its routine, annual procedure, the City's Downtown Management Board provided the City Manager the Management Board's proposed budget to be included within the City's approved 2021 Annual Budget, and on September 18, 2020 conducted a special meeting and recommended that the City Manager recommend that City Council implement the special assessment increase for 2021.

The following is a report that reviews Downtown Management Board functions, the Management Board's proposed programs and services and their financing requirements for 2021, and the special-assessment process as recommended by the City Manager in accordance with various provisions of State statutes, the City Charter, and the City Code.

HISTORY

Under authority of Public Act 120 of the Public Acts of Michigan of 1961, known as the "Redevelopment of Principal Shopping Areas Act," municipalities are permitted to establish boards of management that can provide for improvements of streets; regulation of traffic and parking; construction and operation of public facilities; and provision of maintenance, promotion, security, and continued operations. Amendments to the 1961 general-enabling legislation, through Act 146 of 1992, clarified and expanded uses of special-assessment financing, by methods that are devised by local governmental units, on behalf of such boards of management for such programs and services.

Using provisions of a 1975 State statute, the City Council, in 1993, had established the Downtown Development Authority, and subsequently, in 1994, appointed its nine-member board as the City's Downtown Management Board, using provisions of the 1992 amendments to Public Act 120 of 1961. These State laws grant similar powers to downtown development authorities and boards of management, but downtown development authorities may request from their municipal governing boards levies of taxes and captures of tax increments; boards of management, using local procedures, may specially assess for purposes that are deemed beneficial to their districts.

PROGRAMS AND SERVICES FINANCING

Budget. The Downtown Management Board on September 15 considered a programs-and-services budget that had been proposed by the Downtown Director for 2021. Included within the recommended budget were expenditures within line-item activities in general categories that again included DMB events, collaborating events, economic enhancement, marketing and promotions, beautification, and administration for a total of \$186,200, compared with \$192,800 in 2020. Costs provided for 2021 were proposed to be offset by \$186,282 in revenues, compared with \$193,175 budgeted for 2020, from assessments, interest, penalties, and other sources. Following a review of estimated revenues and expenditures for 2020 and proposed 2021 figures based on that experience, the Downtown Management Board proposed to increase the 2021 formula rate in order to maintain certain programs and services while at the same time allocating additional funds for future events and parking improvements.

Assessments. Since the inception of the DMB in 1994, the Downtown Management Board increased the assessment formula for each of its three rate categories in 2003 and again in 2011 by 10%. These increases did not necessarily reflect the provision of additional programs and services, but were intended to accommodate existing expenditures that were affected by rising costs. In 2019, the DMB budgeted for an increase that reflected the annual CPI for the years 2014 forward. At that time the Board determined that a more reliable schedule of small increases would be preferable to an occasional large increase and directed staff to include an annual 2% increase in the assessment in ensuing years in order to provide for inflation and increasing costs of goods and services. This increase is included in the special assessment for 2021.

The DMB is recommending for 2021 that non-residential properties be assessed \$0.1836 per square foot for useable first-floor area, \$0.0459 per square foot for floors other than first floors, and \$0.0561 per square foot for vacant, unimproved lots.

Breakdowns. Eligible, non-residential, first-floor area within the Downtown Management Board's district has been estimated at 438,145 square feet. At \$0.1836 per square foot, special assessments that have been recommended for first-floor space would yield \$80,443. Combined areas of eligible, second, third, fourth, and basement floors would total 384,982 square feet; and, assessed at \$0.0459 per square foot, would yield \$17,670 in revenues. Vacant, buildable property, assessed at \$0.0561 per square foot of lot area, which totals 93,852 square feet, would provide \$5,265. Therefore, the proposed 2021 downtown-area special assessment would produce \$103,379 or \$1,779 more than the 2020 assessment revenue that totaled \$101,600.

Process. According to State law, this proposed special assessment would be imposed by the City Council on behalf of the Downtown Management Board. Property owners would receive notices of public hearings that would be conducted by the City Council, first to receive comments about programs and services and, later, special assessments. If implemented, the City staff would invoice property owners for payments of their assessments within 30 days. The City staff again would manage financial accounts on behalf of the Management Board.

ASSESSMENT PROCEDURE

Roll. Enclosed is the proposed special-assessment roll that includes each non-residential downtown property that has been recommended for assessment. The assessment roll is prepared by street (although the Downtown Management Board's district includes portions of Division Street and Emmet Street, those streets do not contain assessable properties that have address numbers on those streets) and lists property owners' names, property addresses, square-footage areas, and proposed assessment costs for each non-residential-building floor and vacant property, and total proposed assessment amounts. A special-assessment-district map is also enclosed.

Resolution. After its review of this report, the City Council will be asked at its October 5 meeting to adopt the enclosed proposed resolution that would:

- 1) Determine that costs of proposed programs and services as recommended by the Downtown Management Board should be defrayed by a single special assessment;
- 2) Designate the Management Board's jurisdictional territory as the assessment district;
- 3) Approve the recommended assessment formula, which as proposed would increase the 2020 formula; and
- 4) Schedule a public hearing for 7:00 P.M., Monday, October 19, in conjunction with the City Council's regular meeting, that would permit the City Council to receive comments concerning proposed downtown-area programs and services for 2021.

Notices. If the City Council adopts the enclosed proposed resolution that would schedule the requested October 19 public hearing, the City staff then would notify all potentially-affected downtown-area property owners of the public hearing and provide them with information about proposed downtown-area programs and services and amounts of special assessments that have been recommended to be levied against downtown-district properties. Following the October 19 public hearing, the City Council then could decide whether to direct the City staff to prepare the special-assessment roll, and whether that roll should be modified in any way based upon comments that had been received.

Assessments. Following completion of the final special-assessment roll, the City Council then would be asked to schedule a second public hearing to receive comments concerning any adjustments to the final-assessment roll. Following that hearing, the City Council then could decide whether to proceed with the proposed special assessments on behalf of the Downtown Management Board. If the City Council decided to implement the proposed special assessments, invoices then could be issued to individual property owners within 30 days. This proposed special-assessment process is the same process that has been used for this downtown-district program for the last 27 years.

sb
Enclosures



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: October 19, 2020

PREPARED: October 15, 2020

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

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

- (1) Draft minutes of the October 5, 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 October 5, 2020 for contract and vendor claims at \$850,644.64, intergovernmental claims at \$0, and the October 1 payroll at \$204,980.30 for a total of \$1,055,624.94.

sb
Enclosures



CITY COUNCIL

October 5, 2020

A regular meeting of the City of Petoskey City Council was held from virtual locations on Monday, October 5, 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
Suzanne Shumway, City Councilmember
Kate Marshall, City Councilmember
Lindsey Walker, City Councilmember

Absent: Brian Wagner, City Councilmember

Also in attendance were City Manager Rob Straebel, Clerk-Treasurer Alan Terry, Parks and Recreation Director Kendall Klingelsmith, Downtown Director Becky Goodman, City Attorney James Murray and Executive Assistant Sarah Bek.

Hear Indigenous Peoples' Day Proclamation

Mayor Murphy read the following proclamation:

WHEREAS Indigenous Peoples' Day was first proposed in 1977 by a delegation of Native Nations to the International Conference on Discrimination Against Indigenous Populations in the Americas; and

WHEREAS the United States endorsed the United Nations Declaration of Rights of Indigenous People on December 16, 2010; and

WHEREAS a growing number of cities and towns in the United States have recognized the second Monday of October as "Indigenous Peoples' Day," as an opportunity to celebrate Indigenous heritage and resiliency; and

WHEREAS the City of Petoskey acknowledges that the historic, cultural, and contemporary significance of Indigenous Peoples of the lands that became known as the Americas; and

WHEREAS the City of Petoskey recognizes that long before the City of Petoskey was granted a Charter in 1879, Odawa Bands villages shared this land; and

WHEREAS the City of Petoskey was named after Ignatius Petoskey as a way to honor and respect the thriving Indigenous community of this land; and

WHEREAS the City of Petoskey values the significant contributions made to our community by Indigenous Peoples' knowledge, labor, technology, science, philosophy, arts, resiliency, and the deep cultural contributions that have shaped the character of the City, State, and Nation; and

WHEREAS the City of Petoskey recognizes that Indigenous People continue to contribute to the character, economy, and vitality of the City of Petoskey;

NOW THEREFORE I, John Murphy, Mayor of the City of Petoskey, do hereby proclaim the second Monday in October as Indigenous Peoples' Day in Petoskey.

Consent Agenda - Resolution No. 19456

Following introduction of the consent agenda for this meeting of October 5, 2020, City Councilmember Walker moved that, seconded by City Councilmember Shumway adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the September 21, 2020 regular session City Council meetings be and are hereby approved; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since September 21, 2020 for contract and vendor claims at \$1,098,371.51, intergovernmental claims at \$202,479.49, and the September 17 payroll at \$239,975.22, for a total of \$1,540,826.22 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Hear Public Comment

Mayor Murphy asked for public comments and heard comments thanking the Mayor for the proclamation; that the City should do a mobility study after an experience with an elderly gentleman in need due to mobility issues and noticed very few benches in the downtown with no side rails; heard a suggestion that the Post Office would be a good location for a bench; and heard plans on how the tribe is celebrating Indigenous Peoples' Day and invited the City to participate.

Hear City Manager Updates

The City Manager reported that the annual downtown trick-or-treat event will take place from 10:00 A.M. to noon with businesses handing out candy from the curbside and neighborhood trick-or-treating is from 6:00 P.M. to 8:00 P.M. and the City strongly recommends participants to wear masks and adhere to social distancing; that last Friday, the Michigan Supreme Court ruled that Governor Whitmer lacks the authority to extend or declare states of emergency in relation to the COVID-19 pandemic and that the City will continue following mask wearing and social distancing guidelines; that the City closed on the purchase of the Midwest Siding building and land; provided updates on the Kalamazoo Avenue reconstruction project; that the Compensation Commission will meet for the first time on October 21 to discuss salary recommendations for the Mayor and Councilmembers; and that Jackson Street reconstruction project has been completed.

City Councilmembers inquired if Mitchell Street will be closed during evening trick-or-treat and that by keeping the street open it causes more congestion on the sidewalks.

Approve 2021-2026 Capital Improvement Plan – Resolution No. 19457

The City Manager reviewed that this was a second discussion of the proposed six-year Capital Improvement Plan for 2021-2026; that the Planning Commission reviewed the draft CIP on August 20 and unanimously recommended approval by City Council; and that the draft CIP was posted on the City's website on August 27 with four comments received. The City Manager reviewed that the six-year plan totals \$51.8M in expenditures, with capital spending in 2021 proposed at \$4.5M, of which \$921,500 (20.4%) is anticipated to come from grants and other outside sources of revenue; that if approved, projects will be included within the 2021 proposed annual City budget; and reviewed 2021 projects in detail.

City Councilmembers inquired on Solanus Beach improvements and the possibility of erosion and were informed it would be reviewed prior to beginning the project since it is identified in the CIP and inquired on the fuel system at the Marina and were informed it is elevated and not compromised by high water levels.

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

WHEREAS, as part of the City's annual budget-preparation process, the City Planner submitted to the Planning Commission on August 20, 2020 the City staff's proposed update to the City's six-year capital improvement program; and

WHEREAS, the Planning Commission reviewed this proposed 2021-2026 Capital Improvement Program on August 20, 2020, and recommended its adoption by the City Council; and

WHEREAS, the City Council reviewed the proposed plan on September 21, 2020 and October 5, 2020 and concurs with the recommendation of the Planning Commission:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby approves the 2021-2026 Capital Improvement Program as submitted by the City Manager dated October 5, 2020 and approved by the Planning Commission August 20, 2020.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Hear Forestry Assessment and Management Plan Presentation

The Parks and Recreation Director along with Lee Mueller, consultant from Davey Resource Group, gave a brief presentation highlighting some of the areas within the forestry program where the City has successes and also areas to improve; reviewed how inventory was taken; that the Davey Resource Group inventoried over 3,500 trees and provided a management plan to assist with identifying best practices specifically to Petoskey forestry; and reviewed the database and how staff can maintain inventory.

City Councilmembers inquired if staff was planning on keeping the database and if the trees have been removed from the database that were lost in the storm from earlier this summer.

The Parks and Recreation Director responded that staff is looking at keeping the database and all trees have not been inventoried yet due to the large number of trees in the City and cost involved and that staff is still working on tree clean-up from the summer storm.

Accept Special Assessment Report & Schedule Public Hearing – Resolution No. 19458

The City Manager next reported that at its September 15 and September 18, 2020 meeting, the City's Downtown Management Board reviewed and approved its proposed budget for downtown area programs and services for 2021 and recommended City Council levy a special assessment against all eligible, non-residential properties within the Management Board's jurisdictional territory, the proceeds from which would be used to finance costs of such programs and services; and increase the amount by 2% for the proposed special assessment compared to assessment-levy amounts that were used in 2020. The City Manager also reported that the Management Board's budget proposal would be included within the City's recommended 2021 Annual Budget, but City Code provisions required that the special-assessment process be done annually by City Council.

The City Manager further reported that the City Council was being asked to adopt a proposed resolution, a draft of which was included with the report, that would: confirm that costs of proposed downtown-area programs and services would be offset by special-assessment revenues; designate the special-assessment district; approve the recommended special-assessment formula; and schedule an October 19 public hearing to receive comments concerning the proposed programs and services. The City Manager also reported that a second public hearing to receive comments concerning the proposed special-assessment roll was tentatively scheduled for the November 16, 2020, City Council meeting.

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

WHEREAS, the City Council in 1994 appointed members of the City's Downtown Development Authority Board as a "Downtown Management Board" under provisions of Act 120 of the Public Acts of Michigan of 1961, as amended by Act 146 of 1992; and

WHEREAS, at its September 15 and September 18, 2020, meetings, the Downtown Management Board discussed the need to continue to provide certain programs and services that are believed to be beneficial to the City's principal shopping area; and

WHEREAS, the Downtown Management Board has developed a recommended formula by which properties within the Board's district could be specially assessed as a means of obtaining revenues to offset costs of the Board's proposed programs and services for the year 2021; and

WHEREAS, the City Council has reviewed a report dated September 30, 2020, by the City Manager that lists those proposed programs and services as recommended by the Downtown Management Board and the proposed roll that would spread special assessments against properties within the Management Board's district:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby determines that a portion of the expense of these proposed programs and services shall be defrayed by special assessments upon those properties especially benefited; and

BE IT FURTHER RESOLVED that the nature of these proposed programs and services shall include such activities as events, economic enhancement, beautification, marketing and promotions, and administration for costs estimated at \$186,200; that all portions of such costs shall be paid by special assessments and other related revenues, without a general obligation of the City; that such special-assessment revenues shall be collected in a single-installment payment; and that such assessments shall be levied in a district with boundaries that are to be coterminous to those of the Downtown Management Board's jurisdictional territory; and

BE IT FURTHER RESOLVED that the City Council does and hereby sets forth the basis of this special assessment by use of a formula that has been recommended by the Downtown Management Board to increase the amount by 2% for the proposed special assessment compared to the recommended 2020 formula and that has been calculated by the City staff based upon square footage of useable, non-residential building area and vacant properties, which the City Council has determined to be the most equitable to the greatest number of property owners concerned; and

BE IT FURTHER RESOLVED that the City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, October 19, 2020, to receive comments concerning these proposed programs and services; and

BE IT FURTHER RESOLVED that the City Council does and hereby directs the City staff to notify all property owners within the proposed assessment district of potential property assessments and the October 19, 2020, public hearing to receive comments concerning these proposed programs and services.

Said motion was adopted by the following vote:

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

NAYS: None (0)

Approve Downtown Dining Deck Extension – Resolution No. 19459

The City Manager reviewed that in May of this year, in a group of several other recommendations that would help businesses during COVID, the DMB recommended to City Council that dining decks be allowed in parking spaces as a special accommodation during the coming summer. The City Manager further reviewed that this was a temporary measure to assist downtown businesses; that the resolution is set to expire on October 15, 2020; that the locally issued dining deck permit was tied to a special outdoor dining license that is issued by the State with an initial termination date of October 30, but has since extended its termination date until November 30; that DMB staff had a request from a restaurant owner asking the City to extend the allowance of dining decks; and that the DMB voted 5-0 at their special September 29 meeting recommending the extension until November 15 with decks to be removed by November 16, 2020, providing that no tents or sheltering coverings be added and that any heat sources be of commercial grade and inspected by appropriate personnel.

City Councilmember Walker moved that, seconded by City Councilmember Marshall to extend and allow dining decks on City streets until November 15, 2020 with the understanding that no tents or sheltering coverings be added to decks and that any heat sources be of commercial grade and inspected by appropriate personnel.

Said motion was adopted by the following vote:

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

NAYS: None (0)

Council Comments

Mayor Murphy commended the work by consultant and staff on the City trees.

Recess to Closed Session – Resolution No. 19460

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

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

WHEREAS, the City Manager has requested that the City Council recess to a closed session, pursuant to Section 8(a) and 8(h) of the Michigan Open Meetings Act, to consider a periodic personnel evaluation of the City Manager and to consider material exempt from disclosure, at the City Council's regular meeting of October 5, 2020:

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

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Adjourned into closed session at 8:25 P.M. and reconvened into open session at 11:15 P.M.

Approve City Manager Evaluation – Resolution No. 19461

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

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

Said motion was adopted by the following vote:

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

NAYS: None (0)

There being no further business to come before the City Council, this October 5, 2020, meeting of the City Council adjourned at 11:17 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

DRAFT

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/20	10/05/2020	90420	TWOGLASSGENTS	582-590-802.000	1,825.00- V
10/20	10/01/2020	90693	Talon Title Agency LLC	582-020-132.000	243,881.06
10/20	10/07/2020	90707	24/7 Sewer & Drain Cleaning	592-554-802.000	435.00
10/20	10/07/2020	90708	5H Irrigation & Maintenance	592-537-802.000	75.00
10/20	10/07/2020	90708	5H Irrigation & Maintenance	592-537-802.000	85.00
10/20	10/07/2020	90708	5H Irrigation & Maintenance	101-528-802.000	7,820.00
10/20	10/07/2020	90709	All-Phase Electric Supply	582-586-775.000	12.43
10/20	10/07/2020	90709	All-Phase Electric Supply	582-586-775.000	120.07
10/20	10/07/2020	90709	All-Phase Electric Supply	582-586-775.000	49.96
10/20	10/07/2020	90709	All-Phase Electric Supply	582-588-785.000	61.53
10/20	10/07/2020	90709	All-Phase Electric Supply	582-010-111.000	238.24
10/20	10/07/2020	90709	All-Phase Electric Supply	582-586-775.000	61.74
10/20	10/07/2020	90710	ALTEC INDUSTRIES INC.	661-598-932.000	938.75
10/20	10/07/2020	90711	AMERICAN TEST CENTER	661-598-932.000	1,230.00
10/20	10/07/2020	90711	AMERICAN TEST CENTER	582-593-785.000	180.00
10/20	10/07/2020	90712	APX INC.	582-588-915.000	56.17
10/20	10/07/2020	90713	Asplundh Tree Expert LLC	582-586-775.000	6,178.00
10/20	10/07/2020	90714	AT&T	101-172-850.000	629.25
10/20	10/07/2020	90714	AT&T	101-201-850.000	335.60
10/20	10/07/2020	90714	AT&T	101-208-850.000	209.75
10/20	10/07/2020	90714	AT&T	101-257-850.000	209.75
10/20	10/07/2020	90714	AT&T	101-215-850.000	167.80
10/20	10/07/2020	90714	AT&T	101-345-850.000	461.45
10/20	10/07/2020	90714	AT&T	582-593-850.000	167.80
10/20	10/07/2020	90714	AT&T	592-549-850.000	251.70
10/20	10/07/2020	90714	AT&T	592-560-850.000	251.73
10/20	10/07/2020	90714	AT&T	101-400-850.000	209.75
10/20	10/07/2020	90714	AT&T	101-756-850.000	251.70
10/20	10/07/2020	90714	AT&T	101-441-850.000	377.55
10/20	10/07/2020	90714	AT&T	204-481-850.000	125.85
10/20	10/07/2020	90714	AT&T	204-481-850.000	125.85
10/20	10/07/2020	90714	AT&T	582-588-850.000	419.50
10/20	10/07/2020	90714	AT&T	592-538-850.000	288.45
10/20	10/07/2020	90714	AT&T	592-560-850.000	147.19
10/20	10/07/2020	90714	AT&T	592-558-920.000	293.55
10/20	10/07/2020	90714	AT&T	592-538-850.000	288.45
10/20	10/07/2020	90715	Automotive Vision	661-598-932.000	625.00
10/20	10/07/2020	90716	Baird & Associates Ltd., W.F.	101-770-802.000	4,081.00
10/20	10/07/2020	90717	Ballard's Plumbing & Heating	271-790-930.000	128.06
10/20	10/07/2020	90718	Barrette, Terry	204-481-850.000	120.00
10/20	10/07/2020	90719	Baytees	101-770-767.000	190.80
10/20	10/07/2020	90720	Bek, Sarah	101-172-850.000	120.00
10/20	10/07/2020	90721	Benchmark Engineering Inc.	202-451-802.000	1,946.04
10/20	10/07/2020	90721	Benchmark Engineering Inc.	204-444-802.000	202.71
10/20	10/07/2020	90721	Benchmark Engineering Inc.	592-020-342.000	1,013.57
10/20	10/07/2020	90721	Benchmark Engineering Inc.	592-025-343.000	689.22
10/20	10/07/2020	90721	Benchmark Engineering Inc.	582-020-360.000	202.71
10/20	10/07/2020	90721	Benchmark Engineering Inc.	582-588-802.000	165.00
10/20	10/07/2020	90722	Blarney Castle Oil Co.	101-789-772.000	5,943.23
10/20	10/07/2020	90722	Blarney Castle Oil Co.	101-789-772.000	4,695.64
10/20	10/07/2020	90723	Bradford Master Dry Cleaners	101-345-775.000	326.75
10/20	10/07/2020	90724	Breed, Matthew	101-345-850.000	120.00
10/20	10/07/2020	90725	Carlson, Benjamin	101-345-775.000	70.80
10/20	10/07/2020	90726	Carquest of Boyne City	592-551-775.000	727.28
10/20	10/07/2020	90727	CCP Industries Inc.	582-586-775.000	428.88
10/20	10/07/2020	90728	Center Point Large Print	271-790-760.000	27.27

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/20	10/07/2020	90729	Cintas Corp #729	592-554-802.000	45.45
10/20	10/07/2020	90729	Cintas Corp #729	582-593-930.000	33.72
10/20	10/07/2020	90729	Cintas Corp #729	204-481-767.000	59.27
10/20	10/07/2020	90729	Cintas Corp #729	582-588-767.000	50.23
10/20	10/07/2020	90729	Cintas Corp #729	592-560-767.000	30.51
10/20	10/07/2020	90729	Cintas Corp #729	592-549-767.000	30.51
10/20	10/07/2020	90729	Cintas Corp #729	101-268-802.000	15.54
10/20	10/07/2020	90729	Cintas Corp #729	582-593-930.000	9.07
10/20	10/07/2020	90729	Cintas Corp #729	204-481-767.000	59.27
10/20	10/07/2020	90729	Cintas Corp #729	582-588-767.000	50.23
10/20	10/07/2020	90729	Cintas Corp #729	592-560-767.000	30.51
10/20	10/07/2020	90729	Cintas Corp #729	592-549-767.000	30.51
10/20	10/07/2020	90729	Cintas Corp #729	101-268-802.000	15.54
10/20	10/07/2020	90729	Cintas Corp #729	582-593-930.000	33.72
10/20	10/07/2020	90729	Cintas Corp #729	204-481-767.000	59.27
10/20	10/07/2020	90729	Cintas Corp #729	582-588-767.000	50.23
10/20	10/07/2020	90729	Cintas Corp #729	592-560-767.000	30.51
10/20	10/07/2020	90729	Cintas Corp #729	592-549-767.000	30.51
10/20	10/07/2020	90729	Cintas Corp #729	592-554-802.000	45.45
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,604.00
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	2,152.54
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,352.59
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	584.48
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	681.86
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	11,036.54
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	48.46
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,296.97
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	14,815.09
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	48.48
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	20,353.68
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	1,207.25
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	4,563.27
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	3,370.38
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,700.00
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	3,560.21
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	46.30
10/20	10/07/2020	90730	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	315.09
10/20	10/07/2020	90731	Conti, Joseph	101-268-850.000	120.00
10/20	10/07/2020	90732	David L Hoffman Landscaping & Nursery	514-587-970.000	3,050.00
10/20	10/07/2020	90733	Davis, Jeff	582-588-850.000	120.00
10/20	10/07/2020	90734	Derrer Oil Co.	661-598-759.000	897.30
10/20	10/07/2020	90735	DESIGNBOT CREATIVE LLC	271-790-802.000	200.00
10/20	10/07/2020	90736	Dunkel Excavating Services Inc.	204-470-802.000	2,239.00
10/20	10/07/2020	90736	Dunkel Excavating Services Inc.	582-586-802.000	1,244.00
10/20	10/07/2020	90736	Dunkel Excavating Services Inc.	592-545-802.000	746.00
10/20	10/07/2020	90736	Dunkel Excavating Services Inc.	592-544-802.000	746.00
10/20	10/07/2020	90736	Dunkel Excavating Services Inc.	203-467-802.000	330.00
10/20	10/07/2020	90737	Dunn's Business Solutions	204-481-751.000	46.09
10/20	10/07/2020	90737	Dunn's Business Solutions	582-593-751.000	46.09
10/20	10/07/2020	90737	Dunn's Business Solutions	582-588-751.000	46.09
10/20	10/07/2020	90737	Dunn's Business Solutions	592-549-751.000	46.09
10/20	10/07/2020	90737	Dunn's Business Solutions	592-560-751.000	46.09
10/20	10/07/2020	90737	Dunn's Business Solutions	661-598-751.000	46.09
10/20	10/07/2020	90738	EJ USA Inc.	204-010-111.000	1,040.26
10/20	10/07/2020	90738	EJ USA Inc.	592-010-111.000	120.19
10/20	10/07/2020	90739	Elliott, Sherrie	592-560-850.000	120.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/20	10/07/2020	90740	Emmet County Clerk	101-262-751.000	391.03
10/20	10/07/2020	90741	Emmet County Treasurer	101-081-403.000	1,423.16
10/20	10/07/2020	90741	Emmet County Treasurer	101-081-404.000	131.84
10/20	10/07/2020	90741	Emmet County Treasurer	101-081-445.000	52.84
10/20	10/07/2020	90741	Emmet County Treasurer	271-081-403.000	315.98
10/20	10/07/2020	90741	Emmet County Treasurer	271-082-664.000	10.72
10/20	10/07/2020	90741	Emmet County Treasurer	211-081-403.000	688.31
10/20	10/07/2020	90741	Emmet County Treasurer	211-081-445.000	23.36
10/20	10/07/2020	90742	Empiric Solutions Inc.	101-228-802.000	8,654.00
10/20	10/07/2020	90743	Englebrecht, Robert	101-257-802.100	3,750.00
10/20	10/07/2020	90744	Environmental Resource Assoc.	592-553-801.000	719.07
10/20	10/07/2020	90745	Ever-Green Lawn Care	101-770-934.000	175.00
10/20	10/07/2020	90746	Fastenal Company	582-586-775.000	151.94
10/20	10/07/2020	90810	Fate, Jason	101-441-850.000	120.00
10/20	10/07/2020	90811	Flynn, Martin	592-549-850.000	120.00
10/20	10/07/2020	90812	FRITZ, KARL	101-345-850.000	70.00
10/20	10/07/2020	90813	Gempler's	202-469-775.000	38.75
10/20	10/07/2020	90813	Gempler's	203-469-775.000	38.75
10/20	10/07/2020	90813	Gempler's	202-475-775.000	38.75
10/20	10/07/2020	90813	Gempler's	203-475-775.000	38.68
10/20	10/07/2020	90814	Gordon Food Service	101-345-775.000	142.49
10/20	10/07/2020	90815	Grand Traverse Diesel Service	661-020-140.000	121,000.00
10/20	10/07/2020	90816	Great Lakes Pipe & Supply	101-770-775.000	4.71
10/20	10/07/2020	90817	Gruler's Farm Supply Inc.	592-544-775.000	14.99
10/20	10/07/2020	90818	Hart, Tyler	101-770-850.000	120.00
10/20	10/07/2020	90819	Heritage Fire Equipment	661-598-932.000	1,450.00
10/20	10/07/2020	90819	Heritage Fire Equipment	661-598-932.000	1,450.00
10/20	10/07/2020	90820	Hoig, Erik	101-345-850.000	70.00
10/20	10/07/2020	90821	Hubbell Roth & Clark Inc.	592-560-802.000	527.87
10/20	10/07/2020	90822	Hummel, Jon	101-754-920.000	120.00
10/20	10/07/2020	90823	Hyde Services LLC	661-598-931.000	36.33
10/20	10/07/2020	90824	Integrity Business Solutions	514-587-802.100	46.79
10/20	10/07/2020	90825	IR Electric Motor Service	592-554-802.000	80.00
10/20	10/07/2020	90826	John E. Green Co.	271-790-930.000	1,287.27
10/20	10/07/2020	90827	KARR, ADRIAN	101-345-850.000	120.00
10/20	10/07/2020	90828	Kent County DPW	101-345-775.000	193.50
10/20	10/07/2020	90829	Klingelsmith, Kendall	101-770-850.000	120.00
10/20	10/07/2020	90830	Kring Chevrolet Cadillac, Dave	661-598-932.000	1,062.15
10/20	10/07/2020	90831	Kruskie, David	101-770-850.000	120.00
10/20	10/07/2020	90832	Lennemann, Mark	101-773-850.000	120.00
10/20	10/07/2020	90833	LexisNexis Risk Data Management Inc.	101-208-802.000	20.00
10/20	10/07/2020	90833	LexisNexis Risk Data Management Inc.	514-587-802.000	150.00
10/20	10/07/2020	90834	Little Traverse Disposal	101-528-802.000	7,500.00
10/20	10/07/2020	90835	Lowery Underground Service	582-020-360.000	5,650.00
10/20	10/07/2020	90835	Lowery Underground Service	582-598-802.000	1,500.00
10/20	10/07/2020	90835	Lowery Underground Service	582-586-802.000	885.00
10/20	10/07/2020	90835	Lowery Underground Service	582-020-360.000	2,800.00
10/20	10/07/2020	90835	Lowery Underground Service	582-598-802.000	857.50
10/20	10/07/2020	90835	Lowery Underground Service	582-598-802.000	4,840.00
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	592-551-775.000	23.38
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-785.000	7.43
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-932.000	38.66
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-931.000	111.60
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-785.000	13.83
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-010-111.000	9.44
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-785.000	9.42

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-785.000	4.41
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-932.000	148.17
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	202-469-775.000	10.69
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	203-469-775.000	10.69
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-932.000	18.00-
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-932.000	26.51
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-932.000	211.41
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-932.000	24.96
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-785.000	61.99
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-932.000	187.72
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-598-932.000	174.42-
10/20	10/07/2020	90836	Lynn Auto Parts Inc.	661-010-111.000	7.04
10/20	10/07/2020	90837	MEYERSON, VALERIE	271-790-958.100	78.71
10/20	10/07/2020	90838	Michigan Association of Chiefs of Police	101-345-912.000	195.00
10/20	10/07/2020	90839	MICHIGAN CAT	202-141-802.000	250.00
10/20	10/07/2020	90839	MICHIGAN CAT	202-479-802.000	543.00
10/20	10/07/2020	90839	MICHIGAN CAT	203-479-802.000	543.00
10/20	10/07/2020	90840	Michigan Municipal League	701-000-230.201	324.08
10/20	10/07/2020	90841	Michigan Municipal Treasurers Assoc.	101-215-915.000	75.00
10/20	10/07/2020	90842	Michigan Officeways Inc.	271-790-751.000	79.11
10/20	10/07/2020	90843	Michigan Water Environment Assoc.	592-560-915.000	50.00
10/20	10/07/2020	90844	Niche Academy	271-790-802.000	1,120.00
10/20	10/07/2020	90845	Northern A-1 Environmental Services	202-469-802.000	2,750.00
10/20	10/07/2020	90846	Northern Gale Cleaning & Property Mgmt	271-790-802.000	600.00
10/20	10/07/2020	90847	Nye Uniform	101-345-775.000	197.50
10/20	10/07/2020	90848	P.C. Lawn Care	582-593-930.000	500.00
10/20	10/07/2020	90848	P.C. Lawn Care	582-586-802.000	105.00
10/20	10/07/2020	90848	P.C. Lawn Care	582-586-802.000	185.00
10/20	10/07/2020	90848	P.C. Lawn Care	582-586-802.000	130.00
10/20	10/07/2020	90849	Parker, Michael	101-345-850.000	120.00
10/20	10/07/2020	90850	Personal Graphics Inc.	248-739-880.200	190.73
10/20	10/07/2020	90851	Petoskey Parts Plus	661-598-932.000	112.99
10/20	10/07/2020	90852	Plath, Audrey	101-215-850.000	120.00
10/20	10/07/2020	90853	Police and Firemen's Insurance	701-000-230.185	379.38
10/20	10/07/2020	90854	Power Line Supply	582-588-785.000	1.89
10/20	10/07/2020	90854	Power Line Supply	582-588-785.000	100.00
10/20	10/07/2020	90854	Power Line Supply	582-010-111.000	987.60
10/20	10/07/2020	90854	Power Line Supply	582-010-111.000	3,292.50
10/20	10/07/2020	90854	Power Line Supply	582-010-111.000	1,954.00
10/20	10/07/2020	90855	Preston Feather	202-475-775.000	96.90
10/20	10/07/2020	90855	Preston Feather	592-545-775.000	23.15
10/20	10/07/2020	90855	Preston Feather	592-545-775.000	46.33
10/20	10/07/2020	90855	Preston Feather	101-268-775.000	5.59
10/20	10/07/2020	90855	Preston Feather	101-770-775.000	28.18
10/20	10/07/2020	90855	Preston Feather	101-770-775.000	6.93
10/20	10/07/2020	90855	Preston Feather	202-475-775.000	9.69-
10/20	10/07/2020	90855	Preston Feather	592-545-775.000	2.32-
10/20	10/07/2020	90855	Preston Feather	592-545-775.000	4.63-
10/20	10/07/2020	90855	Preston Feather	101-268-775.000	.56-
10/20	10/07/2020	90855	Preston Feather	101-770-775.000	2.82-
10/20	10/07/2020	90855	Preston Feather	101-770-775.000	.69-
10/20	10/07/2020	90856	Pro Image Design	101-770-802.000	660.00
10/20	10/07/2020	90857	Rasmussen, Derek	101-770-850.000	120.00
10/20	10/07/2020	90858	Rieth-Riley Construction Co	592-545-775.000	264.92
10/20	10/07/2020	90859	ROBBINS, MICHAEL	101-441-850.000	120.00
10/20	10/07/2020	90860	Royal Tire	661-598-932.000	451.20

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/20	10/07/2020	90860	Royal Tire	661-598-932.000	25.00
10/20	10/07/2020	90860	Royal Tire	661-598-932.000	71.95
10/20	10/07/2020	90860	Royal Tire	661-598-932.000	68.95
10/20	10/07/2020	90861	Schultz, David	101-345-850.000	120.00
10/20	10/07/2020	90862	SiteOne Landscape Supply	101-756-775.000	927.46
10/20	10/07/2020	90862	SiteOne Landscape Supply	101-770-931.000	852.53
10/20	10/07/2020	90862	SiteOne Landscape Supply	101-770-970.000	20.25
10/20	10/07/2020	90862	SiteOne Landscape Supply	101-789-931.000	123.25
10/20	10/07/2020	90862	SiteOne Landscape Supply	101-789-931.000	155.00
10/20	10/07/2020	90862	SiteOne Landscape Supply	101-789-775.000	25.61
10/20	10/07/2020	90862	SiteOne Landscape Supply	101-789-775.000	37.41
10/20	10/07/2020	90862	SiteOne Landscape Supply	101-789-775.000	16.51-
10/20	10/07/2020	90862	SiteOne Landscape Supply	101-770-775.000	31.68
10/20	10/07/2020	90863	Smith, Daniel	101-345-850.000	48.00
10/20	10/07/2020	90864	Smith, Edward J	101-756-850.000	120.00
10/20	10/07/2020	90865	Spectrum Business	582-588-850.000	94.99
10/20	10/07/2020	90866	Spok	204-481-850.000	37.76
10/20	10/07/2020	90866	Spok	582-588-850.000	37.76
10/20	10/07/2020	90866	Spok	592-560-850.000	37.77
10/20	10/07/2020	90866	Spok	592-549-850.000	37.77
10/20	10/07/2020	90866	Spok	661-598-850.000	37.77
10/20	10/07/2020	90867	Standard Electric Company	582-010-111.000	14.89
10/20	10/07/2020	90867	Standard Electric Company	582-010-111.000	37.59
10/20	10/07/2020	90867	Standard Electric Company	582-010-111.000	890.63
10/20	10/07/2020	90867	Standard Electric Company	582-010-111.000	2,787.25
10/20	10/07/2020	90867	Standard Electric Company	582-010-111.000	1,265.01
10/20	10/07/2020	90867	Standard Electric Company	582-010-111.000	1,522.24
10/20	10/07/2020	90867	Standard Electric Company	582-590-775.000	99.69
10/20	10/07/2020	90867	Standard Electric Company	582-590-775.000	110.19
10/20	10/07/2020	90868	Staples Advantage	101-172-751.000	.45
10/20	10/07/2020	90868	Staples Advantage	101-201-751.000	.45
10/20	10/07/2020	90868	Staples Advantage	101-208-751.000	.32
10/20	10/07/2020	90868	Staples Advantage	101-257-751.000	.23
10/20	10/07/2020	90868	Staples Advantage	101-756-751.000	.45
10/20	10/07/2020	90868	Staples Advantage	101-789-751.000	.06
10/20	10/07/2020	90868	Staples Advantage	101-441-751.000	45.45
10/20	10/07/2020	90868	Staples Advantage	101-262-751.000	25.78
10/20	10/07/2020	90868	Staples Advantage	101-345-751.000	45.45
10/20	10/07/2020	90868	Staples Advantage	101-215-751.000	.27
10/20	10/07/2020	90868	Staples Advantage	101-345-751.000	1.26
10/20	10/07/2020	90868	Staples Advantage	101-400-751.000	.23
10/20	10/07/2020	90868	Staples Advantage	101-441-751.000	.68
10/20	10/07/2020	90868	Staples Advantage	101-770-751.000	.05
10/20	10/07/2020	90868	Staples Advantage	101-773-775.000	.05
10/20	10/07/2020	90869	State of Michigan-Department of LARA	582-081-642.200	169.26
10/20	10/07/2020	90869	State of Michigan-Department of LARA	582-081-642.500	5.46
10/20	10/07/2020	90869	State of Michigan-Department of LARA	582-081-642.400	719.81
10/20	10/07/2020	90869	State of Michigan-Department of LARA	582-081-642.300	5,390.84
10/20	10/07/2020	90870	Straebel, Robert	101-172-850.000	120.00
10/20	10/07/2020	90871	Team Elmers	101-770-970.000	44,984.25
10/20	10/07/2020	90872	Terry, Alan	101-215-850.000	120.00
10/20	10/07/2020	90873	T-Mobile	271-790-850.000	361.20
10/20	10/07/2020	90874	Troxel, Todd	101-345-850.000	120.00
10/20	10/07/2020	90875	Truck & Trailer Specialties	661-598-932.000	91.16
10/20	10/07/2020	90878	TwoGlassGents	582-590-802.000	1,825.00
10/20	10/07/2020	90879	USA Blue Book	592-540-775.000	970.27

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/20	10/07/2020	90880	Van's Business Machines	101-345-751.000	98.38
10/20	10/14/2020	90889	24/7 Sewer & Drain Cleaning	592-556-802.000	285.00
10/20	10/14/2020	90890	ABDO-SPOTLIGHT-MAGIC WAGON	271-790-760.100	70.80
10/20	10/14/2020	90891	All Scapes LLC	101-345-802.100	500.00
10/20	10/14/2020	90891	All Scapes LLC	202-470-802.000	2,830.00
10/20	10/14/2020	90891	All Scapes LLC	592-537-802.000	960.00
10/20	10/14/2020	90891	All Scapes LLC	592-554-802.000	580.00
10/20	10/14/2020	90891	All Scapes LLC	592-543-802.000	160.00
10/20	10/14/2020	90891	All Scapes LLC	592-558-802.000	1,140.00
10/20	10/14/2020	90892	Amazon Credit Plan	271-790-760.100	14.32
10/20	10/14/2020	90892	Amazon Credit Plan	271-790-760.100	9.39
10/20	10/14/2020	90892	Amazon Credit Plan	592-555-775.000	199.00
10/20	10/14/2020	90892	Amazon Credit Plan	271-790-760.100	50.33
10/20	10/14/2020	90892	Amazon Credit Plan	101-262-751.000	31.00
10/20	10/14/2020	90892	Amazon Credit Plan	271-790-751.000	21.98
10/20	10/14/2020	90892	Amazon Credit Plan	271-790-751.000	2.94
10/20	10/14/2020	90892	Amazon Credit Plan	271-790-751.000	18.55
10/20	10/14/2020	90892	Amazon Credit Plan	271-790-760.100	71.95
10/20	10/14/2020	90892	Amazon Credit Plan	271-790-760.200	113.47
10/20	10/14/2020	90893	Apollo Fire Equipment	101-345-985.000	1,325.61
10/20	10/14/2020	90894	AT & T MOBILITY	514-587-920.000	394.98
10/20	10/14/2020	90895	AT&T	271-790-850.000	106.58
10/20	10/14/2020	90895	AT&T	592-560-850.000	587.70
10/20	10/14/2020	90895	AT&T	592-558-920.000	289.65
10/20	10/14/2020	90895	AT&T	582-593-850.000	126.98
10/20	10/14/2020	90896	Atchison Paper & Supply	271-790-751.000	89.58
10/20	10/14/2020	90897	Ballard's Plumbing & Heating	592-545-802.000	547.15
10/20	10/14/2020	90898	Beckett & Raeder Inc.	101-770-970.000	936.80
10/20	10/14/2020	90898	Beckett & Raeder Inc.	101-770-970.000	840.00
10/20	10/14/2020	90898	Beckett & Raeder Inc.	101-770-802.000	1,960.00
10/20	10/14/2020	90899	Bell Equipment Company	661-598-932.000	514.00
10/20	10/14/2020	90900	Benchmark Engineering Inc.	203-451-802.000	2,005.43
10/20	10/14/2020	90900	Benchmark Engineering Inc.	204-444-802.000	259.96
10/20	10/14/2020	90900	Benchmark Engineering Inc.	592-020-342.000	594.20
10/20	10/14/2020	90900	Benchmark Engineering Inc.	592-025-343.000	594.20
10/20	10/14/2020	90900	Benchmark Engineering Inc.	582-020-360.000	259.96
10/20	10/14/2020	90900	Benchmark Engineering Inc.	202-451-802.000	2,309.89
10/20	10/14/2020	90900	Benchmark Engineering Inc.	204-444-802.000	240.61
10/20	10/14/2020	90900	Benchmark Engineering Inc.	592-020-342.000	1,203.06
10/20	10/14/2020	90900	Benchmark Engineering Inc.	592-025-343.000	818.08
10/20	10/14/2020	90900	Benchmark Engineering Inc.	582-020-360.000	240.61
10/20	10/14/2020	90900	Benchmark Engineering Inc.	204-481-802.000	165.00
10/20	10/14/2020	90901	Blarney Castle Oil Co.	101-789-772.000	3,846.58
10/20	10/14/2020	90902	Canada, Kathryn Lee	271-790-802.000	450.00
10/20	10/14/2020	90903	Carter's Imagewear & Awards	101-789-767.000	50.00
10/20	10/14/2020	90904	CDW Government	271-790-986.000	2,072.94
10/20	10/14/2020	90904	CDW Government	101-228-775.000	516.39
10/20	10/14/2020	90905	Char-Em United Way	701-000-230.800	75.00
10/20	10/14/2020	90906	CHARLEVOIX PUBLIC LIBRARY	271-790-955.000	25.99
10/20	10/14/2020	90907	Consumers Energy	592-538-920.000	5,113.33
10/20	10/14/2020	90908	David L Hoffman Landscaping & Nursery	204-470-802.000	5,844.00
10/20	10/14/2020	90908	David L Hoffman Landscaping & Nursery	203-451-802.000	3,271.00
10/20	10/14/2020	90908	David L Hoffman Landscaping & Nursery	204-444-802.000	424.50
10/20	10/14/2020	90908	David L Hoffman Landscaping & Nursery	592-020-342.000	969.00
10/20	10/14/2020	90908	David L Hoffman Landscaping & Nursery	592-025-343.000	969.00
10/20	10/14/2020	90908	David L Hoffman Landscaping & Nursery	582-020-360.000	424.50

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/20	10/14/2020	90908	David L Hoffman Landscaping & Nursery	204-470-802.000	995.00
10/20	10/14/2020	90908	David L Hoffman Landscaping & Nursery	592-545-802.000	995.00
10/20	10/14/2020	90908	David L Hoffman Landscaping & Nursery	204-470-802.000	880.00
10/20	10/14/2020	90908	David L Hoffman Landscaping & Nursery	101-770-802.100	711.00
10/20	10/14/2020	90909	Decka Digital LLC	101-172-751.000	52.00
10/20	10/14/2020	90909	Decka Digital LLC	101-201-751.000	52.00
10/20	10/14/2020	90909	Decka Digital LLC	101-208-751.000	36.40
10/20	10/14/2020	90909	Decka Digital LLC	101-257-751.000	26.00
10/20	10/14/2020	90909	Decka Digital LLC	101-215-751.000	31.20
10/20	10/14/2020	90909	Decka Digital LLC	101-345-751.000	135.21
10/20	10/14/2020	90909	Decka Digital LLC	101-400-751.000	26.00
10/20	10/14/2020	90909	Decka Digital LLC	101-441-751.000	78.00
10/20	10/14/2020	90909	Decka Digital LLC	101-770-751.000	15.60
10/20	10/14/2020	90909	Decka Digital LLC	101-773-775.000	5.20
10/20	10/14/2020	90909	Decka Digital LLC	101-756-751.000	52.00
10/20	10/14/2020	90909	Decka Digital LLC	101-789-751.000	10.40
10/20	10/14/2020	90910	Demco	271-790-751.000	1,092.47
10/20	10/14/2020	90910	Demco	271-790-751.000	242.75
10/20	10/14/2020	90911	Derrer Oil Co.	661-598-759.000	1,542.84
10/20	10/14/2020	90912	DuBois Chemicals Inc.	592-551-783.000	8,791.76
10/20	10/14/2020	90913	Emmet Co. Dept of Public Works	101-529-802.000	7,112.07
10/20	10/14/2020	90914	Environmental Resource Assoc.	592-553-801.000	93.86
10/20	10/14/2020	90915	Factor Systems Inc.	101-208-803.000	3,997.80
10/20	10/14/2020	90916	Five Star Screen Printing Plus	101-756-808.110	441.00
10/20	10/14/2020	90916	Five Star Screen Printing Plus	101-756-808.040	920.00
10/20	10/14/2020	90917	Gale/Cengage Learning	271-790-760.000	25.59
10/20	10/14/2020	90917	Gale/Cengage Learning	271-790-760.000	121.74
10/20	10/14/2020	90918	Gibby's Garage	582-593-930.000	102.00
10/20	10/14/2020	90918	Gibby's Garage	661-598-931.000	136.00
10/20	10/14/2020	90918	Gibby's Garage	661-598-932.000	1,088.00
10/20	10/14/2020	90918	Gibby's Garage	202-464-802.000	136.00
10/20	10/14/2020	90918	Gibby's Garage	582-593-930.000	204.00
10/20	10/14/2020	90918	Gibby's Garage	661-598-931.000	578.00
10/20	10/14/2020	90918	Gibby's Garage	661-598-932.000	170.00
10/20	10/14/2020	90919	Goodman, Becky	514-587-802.100	103.71
10/20	10/14/2020	90920	Gourdie-Fraser Inc.	203-451-802.000	9,348.83
10/20	10/14/2020	90920	Gourdie-Fraser Inc.	592-020-342.000	2,770.02
10/20	10/14/2020	90920	Gourdie-Fraser Inc.	592-025-343.000	2,770.02
10/20	10/14/2020	90920	Gourdie-Fraser Inc.	582-020-360.000	1,211.88
10/20	10/14/2020	90920	Gourdie-Fraser Inc.	204-444-802.000	1,211.88
10/20	10/14/2020	90920	Gourdie-Fraser Inc.	202-451-802.000	8,139.60
10/20	10/14/2020	90920	Gourdie-Fraser Inc.	204-444-802.000	847.88
10/20	10/14/2020	90920	Gourdie-Fraser Inc.	592-020-342.000	4,239.37
10/20	10/14/2020	90920	Gourdie-Fraser Inc.	592-025-343.000	2,882.77
10/20	10/14/2020	90920	Gourdie-Fraser Inc.	582-020-360.000	847.88
10/20	10/14/2020	90921	Grand Traverse Mobile Communications	101-345-775.000	1,072.75
10/20	10/14/2020	90922	HACH COMPANY	592-537-802.000	226.00
10/20	10/14/2020	90922	HACH COMPANY	592-554-802.000	2,829.00
10/20	10/14/2020	90923	Haley's Plumbing & Heating	592-554-802.000	435.90
10/20	10/14/2020	90923	Haley's Plumbing & Heating	592-547-802.000	120.00
10/20	10/14/2020	90924	Haviland Products Company	592-551-783.000	5,014.94
10/20	10/14/2020	90924	Haviland Products Company	592-540-783.000	2,057.94
10/20	10/14/2020	90925	Housing North	101-400-912.000	71.33
10/20	10/14/2020	90925	Housing North	101-400-912.000	71.33
10/20	10/14/2020	90926	Hyde Services LLC	101-773-931.000	360.99
10/20	10/14/2020	90927	HydroCorp	592-545-802.000	1,768.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/20	10/14/2020	90928	Idexx Distribution Inc.	592-553-775.000	258.09
10/20	10/14/2020	90928	Idexx Distribution Inc.	592-553-775.000	18.23
10/20	10/14/2020	90929	Ingram Library Services	271-790-760.000	2,791.40
10/20	10/14/2020	90929	Ingram Library Services	271-790-760.100	2,989.18
10/20	10/14/2020	90929	Ingram Library Services	271-790-760.200	354.87
10/20	10/14/2020	90929	Ingram Library Services	271-790-958.200	10.53
10/20	10/14/2020	90930	Integrity Business Solutions	514-587-775.000	4.03
10/20	10/14/2020	90931	Johnstone Supply #234	101-770-775.000	51.65
10/20	10/14/2020	90931	Johnstone Supply #234	101-265-775.000	9.55
10/20	10/14/2020	90931	Johnstone Supply #234	101-268-930.000	257.67
10/20	10/14/2020	90931	Johnstone Supply #234	101-265-775.000	46.08
10/20	10/14/2020	90932	K & J Septic Service LLC	101-756-802.000	340.00
10/20	10/14/2020	90933	Keller, Holly	271-790-958.100	200.00
10/20	10/14/2020	90934	KNRCONTROL LLC	101-345-912.000	550.00
10/20	10/14/2020	90935	Land Information Access Association	101-400-802.000	590.00
10/20	10/14/2020	90936	LexisNexis Risk Data Management Inc.	514-587-802.000	150.00
10/20	10/14/2020	90937	Meyer Ace Hardware	101-770-775.000	27.97
10/20	10/14/2020	90937	Meyer Ace Hardware	582-586-775.000	5.03
10/20	10/14/2020	90937	Meyer Ace Hardware	514-587-775.000	34.19
10/20	10/14/2020	90937	Meyer Ace Hardware	514-587-775.000	23.02
10/20	10/14/2020	90937	Meyer Ace Hardware	592-549-785.000	89.95
10/20	10/14/2020	90937	Meyer Ace Hardware	101-789-775.000	11.69
10/20	10/14/2020	90937	Meyer Ace Hardware	514-587-802.100	19.23
10/20	10/14/2020	90937	Meyer Ace Hardware	101-528-775.000	4.49
10/20	10/14/2020	90937	Meyer Ace Hardware	101-268-775.000	12.58
10/20	10/14/2020	90937	Meyer Ace Hardware	101-268-775.000	12.59
10/20	10/14/2020	90937	Meyer Ace Hardware	248-540-792.000	6,274.70
10/20	10/14/2020	90937	Meyer Ace Hardware	661-598-931.000	3.41
10/20	10/14/2020	90937	Meyer Ace Hardware	661-598-931.000	110.58
10/20	10/14/2020	90937	Meyer Ace Hardware	514-587-775.000	213.97
10/20	10/14/2020	90937	Meyer Ace Hardware	101-770-985.000	67.31
10/20	10/14/2020	90937	Meyer Ace Hardware	101-268-775.000	17.41
10/20	10/14/2020	90938	Michigan Officeways Inc.	101-201-751.000	126.50
10/20	10/14/2020	90939	Michigan Water Environment Assoc.	592-560-915.000	25.00
10/20	10/14/2020	90940	Midwest Siding & Sales Inc.	101-265-930.000	16.60
10/20	10/14/2020	90941	Midwest Tape	271-790-761.000	44.99
10/20	10/14/2020	90941	Midwest Tape	271-790-761.000	129.96
10/20	10/14/2020	90942	Municipal Code Corporation	101-215-802.000	500.00
10/20	10/14/2020	90943	North Central Laboratories	592-553-775.000	1,904.50
10/20	10/14/2020	90943	North Central Laboratories	592-553-775.000	126.28
10/20	10/14/2020	90943	North Central Laboratories	592-553-775.000	180.07
10/20	10/14/2020	90943	North Central Laboratories	592-553-775.000	1,644.45
10/20	10/14/2020	90944	Northern Copy Express Inc.	101-770-775.000	95.00
10/20	10/14/2020	90945	Northern Michigan Review Inc.	101-400-802.000	51.50
10/20	10/14/2020	90945	Northern Michigan Review Inc.	101-400-802.000	55.48
10/20	10/14/2020	90946	Pendo	271-790-752.000	130.00
10/20	10/14/2020	90947	Peninsula Fiber Network LLC	271-790-850.000	133.80
10/20	10/14/2020	90947	Peninsula Fiber Network LLC	101-228-850.000	446.00
10/20	10/14/2020	90948	Performance Painting	204-444-802.000	4,100.00
10/20	10/14/2020	90949	Power Line Supply	582-586-775.000	249.00
10/20	10/14/2020	90950	Preston Feather	582-588-785.000	18.29
10/20	10/14/2020	90951	Pro Image Design	101-345-775.000	122.91
10/20	10/14/2020	90952	Quality First Aid & Safety Inc.	592-542-775.000	72.95
10/20	10/14/2020	90953	Ryan Brothers Inc.	582-020-360.000	1,304.27
10/20	10/14/2020	90953	Ryan Brothers Inc.	203-464-802.000	7,389.82
10/20	10/14/2020	90954	Scholastic Inc.	271-790-760.100	2.27

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/20	10/14/2020	90954	Scholastic Inc.	271-790-760.100	133.00
10/20	10/14/2020	90954	Scholastic Inc.	271-790-760.100	36.86
10/20	10/14/2020	90954	Scholastic Inc.	271-790-760.100	15.56
10/20	10/14/2020	90955	Spok	204-481-850.000	38.17
10/20	10/14/2020	90955	Spok	582-588-850.000	38.17
10/20	10/14/2020	90955	Spok	592-560-850.000	38.17
10/20	10/14/2020	90955	Spok	661-598-850.000	38.17
10/20	10/14/2020	90955	Spok	592-549-850.000	38.18
10/20	10/14/2020	90956	Staples Advantage	101-172-751.000	3.25
10/20	10/14/2020	90956	Staples Advantage	101-201-751.000	3.25
10/20	10/14/2020	90956	Staples Advantage	101-208-751.000	2.27
10/20	10/14/2020	90956	Staples Advantage	101-257-751.000	1.62
10/20	10/14/2020	90956	Staples Advantage	101-756-751.000	3.25
10/20	10/14/2020	90956	Staples Advantage	101-789-751.000	.67
10/20	10/14/2020	90956	Staples Advantage	101-215-751.000	1.95
10/20	10/14/2020	90956	Staples Advantage	101-345-751.000	9.10
10/20	10/14/2020	90956	Staples Advantage	101-400-751.000	1.62
10/20	10/14/2020	90956	Staples Advantage	101-441-751.000	4.87
10/20	10/14/2020	90956	Staples Advantage	101-770-751.000	.32
10/20	10/14/2020	90956	Staples Advantage	101-773-775.000	.32
10/20	10/14/2020	90956	Staples Advantage	101-172-751.000	.89
10/20	10/14/2020	90956	Staples Advantage	101-201-751.000	.89
10/20	10/14/2020	90956	Staples Advantage	101-208-751.000	.62
10/20	10/14/2020	90956	Staples Advantage	101-257-751.000	.44
10/20	10/14/2020	90956	Staples Advantage	101-215-751.000	.53
10/20	10/14/2020	90956	Staples Advantage	101-345-751.000	2.48
10/20	10/14/2020	90956	Staples Advantage	101-345-751.000	39.04
10/20	10/14/2020	90956	Staples Advantage	101-215-751.000	160.90
10/20	10/14/2020	90956	Staples Advantage	101-262-751.000	12.89
10/20	10/14/2020	90956	Staples Advantage	101-400-751.000	.44
10/20	10/14/2020	90956	Staples Advantage	101-441-751.000	1.33
10/20	10/14/2020	90956	Staples Advantage	101-770-751.000	.09
10/20	10/14/2020	90956	Staples Advantage	101-773-775.000	.09
10/20	10/14/2020	90956	Staples Advantage	101-756-751.000	.89
10/20	10/14/2020	90956	Staples Advantage	101-789-751.000	.17
10/20	10/14/2020	90957	T2 Systems Canada Inc.	514-587-802.000	165.00
10/20	10/14/2020	90958	Taylor Rental Center	101-770-802.000	226.00
10/20	10/14/2020	90959	Thompson Park Avenue Properties LLC	514-587-802.100	778.47
10/20	10/14/2020	90960	Traffic & Safety Control Systems Inc.	514-587-802.000	81.00
10/20	10/14/2020	90960	Traffic & Safety Control Systems Inc.	514-587-802.000	81.00
10/20	10/14/2020	90961	Trophy Case, The	271-790-751.000	8.00
10/20	10/14/2020	90962	T-SHIRT EXPRESS	101-345-781.000	1,029.00
10/20	10/14/2020	90963	UpNorth Fire & Safety LLC	592-554-802.000	170.00
10/20	10/14/2020	90963	UpNorth Fire & Safety LLC	592-537-802.000	120.00
10/20	10/14/2020	90963	UpNorth Fire & Safety LLC	592-558-802.000	15.00
10/20	10/14/2020	90964	UPS Store, The	592-553-802.000	11.69
10/20	10/14/2020	90965	USA Blue Book	592-545-775.000	172.29
10/20	10/14/2020	90966	USIQ Inc.	101-345-985.000	1,557.20
10/20	10/14/2020	90967	Van's Business Machines	271-790-931.000	127.71
10/20	10/14/2020	90968	Verizon Wireless	101-345-850.000	48.75
10/20	10/14/2020	90968	Verizon Wireless	592-549-850.000	1.09
10/20	10/14/2020	90968	Verizon Wireless	582-588-850.000	6.54
10/20	10/14/2020	90968	Verizon Wireless	101-345-850.000	36.01
10/20	10/14/2020	90968	Verizon Wireless	101-770-850.000	36.01
10/20	10/14/2020	90968	Verizon Wireless	101-773-850.000	52.74
10/20	10/14/2020	90968	Verizon Wireless	101-789-850.000	52.74

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
10/20	10/14/2020	90968	Verizon Wireless	101-770-850.000	72.02
10/20	10/14/2020	90968	Verizon Wireless	101-345-850.000	72.02
10/20	10/14/2020	90968	Verizon Wireless	101-345-850.000	80.15
10/20	10/14/2020	90968	Verizon Wireless	592-538-850.000	80.02
10/20	10/14/2020	90968	Verizon Wireless	592-538-920.000	280.07
10/20	10/14/2020	90969	Voss Lighting	582-590-775.000	362.40
10/20	10/14/2020	90970	Spectrum Business	592-560-850.000	37.85
10/20	10/14/2020	90970	Spectrum Business	101-172-850.000	33.75
10/20	10/14/2020	90970	Spectrum Business	101-201-850.000	18.00
10/20	10/14/2020	90970	Spectrum Business	101-208-850.000	11.25
10/20	10/14/2020	90970	Spectrum Business	101-257-850.000	11.25
10/20	10/14/2020	90970	Spectrum Business	101-215-850.000	9.00
10/20	10/14/2020	90970	Spectrum Business	101-345-850.000	24.75
10/20	10/14/2020	90970	Spectrum Business	582-593-850.000	9.00
10/20	10/14/2020	90970	Spectrum Business	592-549-850.000	13.50
10/20	10/14/2020	90970	Spectrum Business	592-560-850.000	13.48
10/20	10/14/2020	90970	Spectrum Business	101-400-850.000	11.25
10/20	10/14/2020	90970	Spectrum Business	101-441-850.000	20.25
10/20	10/14/2020	90970	Spectrum Business	101-756-850.000	13.50
10/20	10/14/2020	90970	Spectrum Business	204-481-850.000	6.75
10/20	10/14/2020	90970	Spectrum Business	204-481-850.000	6.75
10/20	10/14/2020	90970	Spectrum Business	582-588-850.000	22.50
10/20	10/14/2020	999088	ACH-CHILD SUPPORT	701-000-230.160	160.23
10/20	10/14/2020	999089	ACH-EFTPS	701-000-230.200	12,211.38
10/20	10/14/2020	999089	ACH-EFTPS	701-000-230.100	20,407.05
10/20	10/14/2020	999089	ACH-EFTPS	701-000-230.200	12,211.38
10/20	10/14/2020	999089	ACH-EFTPS	701-000-230.200	2,855.90
10/20	10/14/2020	999089	ACH-EFTPS	701-000-230.200	2,855.90
10/20	10/14/2020	999090	ACH-ICMA 457	701-000-230.700	2,251.50
10/20	10/14/2020	999090	ACH-ICMA 457	701-000-230.700	5,060.00
10/20	10/14/2020	999091	ICMA 401	701-000-230.700	641.21
10/20	10/14/2020	999092	ICMA-ROTH	701-000-230.900	595.00
Grand Totals:					848,897.20

Report Criteria:

Check.Check issue date = 10/01/2020-10/14/2020

Check Number	Check Issue Date	Name	GL Account	Amount
90694	10/07/2020	Chatfield, Stephanie	101756808110	50.00
90695	10/07/2020	Cole, Thomas	582588803000	300.00
90696	10/07/2020	Foster, Steve	582588803000	25.00
90697	10/07/2020	Hannah, Rachel	582040285000	38.34
90698	10/07/2020	Helsley, Melissa	582040285000	52.52
90699	10/07/2020	Johnson, Rachel	101756808110	45.00
90700	10/07/2020	Lefler, Scott	592040285000	35.16
90700	10/07/2020	Lefler, Scott	582040285000	75.00
90701	10/07/2020	Martinez, Rochelle	582588803000	300.00
90702	10/07/2020	McKinney, Arlene	101-756-808.110	30.00
90703	10/07/2020	Pizza Girl LLC	582040285000	128.35
90704	10/07/2020	Ryan, Aileen	101756808110	30.00
90705	10/07/2020	Thomas Jr, William	582588803000	40.00
90706	10/07/2020	Ulrich, Sarah	101756808110	30.00
90881	10/14/2020	Andrew Kan Travel	582081642300	64.32
90882	10/14/2020	Becker, Charles	582081642300	137.13
90883	10/14/2020	Harrington, Hillary	582081642300	112.89
90884	10/14/2020	Manthei, Luke & Katharine	582040285000	18.57
90885	10/14/2020	Retherford, Megan	582081642300	97.20
90886	10/14/2020	Robinson, Matthew	582040285000	33.30
90887	10/14/2020	Sharp, Sam	582081642300	79.66
90888	10/14/2020	Somers, Melissa	101756808110	25.00
Grand Totals:				1,747.44



BOARD: City Council

MEETING DATE: October 19, 2020

DATE PREPARED: October 6, 2020

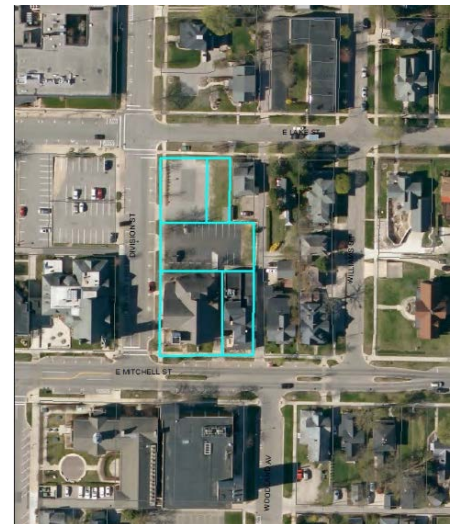
AGENDA SUBJECT: First reading of an ordinance to conditionally rezone properties at 501 and 523 E. Mitchell Street, 311 Division Street; and 502, 508 E. Lake Street from O-S Office Service B-2A Transitional Business

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

Background The property proposed for a conditional rezoning includes five (5) parcels bounded by East Lake Street to the north, Division Street to the west and East Mitchell Street to the south and hold a mixed use building at 523 East Mitchell, the First Presbyterian Church at 501 East Mitchell, two parcels with parking and a vacant lot owned by the Church.

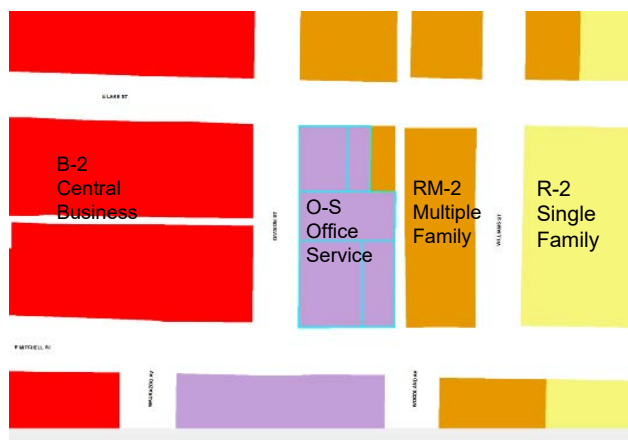
The property at 523 East Mitchell holds the offices of Fresh Baby and an upper story residential unit. The building was originally constructed as a funeral home/mortuary, likely with a caretakers unit. There are three parking spaces for the entire building, which is outside of the parking exempt district.

The remainder of the parcels are owned by First Presbyterian Church. The existing parking lots have 33 parking spaces, 15 of which are rented to Chase Bank for use Monday-Saturday.



Source: Emmet County GIS
Spring 2017 Ortho photo

Adjacent Zoning



The purpose of the conditional rezoning request is to maximize the ability to add residential units to the building at 523 East Mitchell Street. The church would sell a portion of the 311 Division Street parcel (approximately 50'x 67') to Sticks and Bricks to allow expansion of the existing mixed-use building to the north over the existing parking. The applicant has put conditions on the rezoning request that would limit the potential uses of the property and has further included a condition that the residential units be for year-round use and not allowed for short-term rentals.



Approximate area of building addition.

Source: Google Maps Street View 2015

Discussion The Office Service District is designed for daytime and residential uses, while the B-2A District is designed to have more intensive, day and evening uses, allowing restaurants, breweries, bakeries, and retail. Some of these uses have been eliminated with the conditional rezoning request.

District Regulations*

	O-S Office Service	B-2A Transitional Business
Setbacks- Commercial uses		
Front	20	0 Min, 15 feet max
Side	0	5
Rear	20	0
Setbacks- Residential uses		
Front	25	0 Min, 15 feet max
Side	10	5
Rear	35	0
Building height maximum	3 Stories, 30 Feet	3 stories, 33 feet
Maximum Lot Coverage	NR for commercial uses 30% for residential uses	NR
Residential Density (Section 1600 (e))	Based on size of combined lots (9,500 SQ FT) 3-4 units, depending on number of bedrooms	NR

* Zoning Ordinance Section 1600 Schedule of Regulations

NR= No Requirement

The text of the two districts is enclosed.

In review of the rezoning request, the Commission evaluated the intent of the two zoning districts, the consistency of the request with the City Master Plan goals, and the Future Land Use Map and Zoning Plan.

Recommendation A public hearing was held on the conditional request by the Planning Commission on September 17, 2020. Based on the finding that the request was consistent with the City Master Plan, the Commission unanimously recommended to City Council that the conditional rezoning of the five parcels to B-2A be approved. The Commission meeting minutes are enclosed.

Staff recommends that City Council hold a first reading on the conditional rezoning ordinance.

at
Enclosures

ARTICLE XII. - O-S OFFICE SERVICE DISTRICT

Sec. 1200. - Intent.

The O-S Office Service District is designed to accommodate uses, such as offices, banks, and personal services, which can serve as transitional areas between residential and commercial districts and to provide a transition between major thoroughfares and residential districts.

Sec. 1201. - Principal uses permitted.

In an O-S Office Service District, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this ordinance:

1. All uses permitted and as regulated in the RM-2 Multiple-Family District.
2. Office buildings for any of the following occupations: executive, administrative, professional, accounting, writing, clerical, stenographic, drafting and sales subject to the limitations contained below in section 1202, Required Conditions.
3. Medical office, including clinics.
4. Banks, credit unions, savings and loan associations, and similar uses; drive-in facilities as an accessory use only.
5. Personal service establishments including barbershops, beauty shops and health salons.
6. Churches.
7. Other uses similar to the above uses.
8. Accessory structures and uses customarily incident to the above permitted uses.

(Ord. No. 697, § 3, 4-17-2006)

Sec. 1202. - Required conditions.

1. No interior display shall be visible from the exterior of the building.
2. The outdoor storage of goods or material shall be prohibited.
3. Warehousing or indoor storage of goods or material, beyond that normally incident to the above permitted uses, shall be prohibited.

Sec. 1203. - Principal uses permitted subject to special conditions.

The following uses shall be permitted, subject to the conditions hereinafter imposed for each use and subject further to the review and approval of the planning commission:

1. An accessory use customarily related to a principal use authorized by this section, such as but not limited to: a pharmacy or apothecary shop, stores limited to corrective garments or bandages, or optical service, may be permitted.
2. Mortuary establishments, when adequate assembly area is provided off-street for vehicles to be used in funeral processions, provided further that such assembly area shall be provided in addition to any required off-street parking area. A caretaker's residence may be provided within the main building of mortuary establishments.
3. Publicly owned buildings, telephone exchange buildings, and public utility offices, but not including: storage yards, transformer stations, substations, or gas regulator stations.

Sec. 1204. - Area and bulk requirements.

See article XVI Schedule of Regulations limiting the height and bulk of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirements.

ARTICLE XXIX. - TRANSITIONAL BUSINESS DISTRICT (B2-A)

Sec. 2900. - Intent.

The intent of the Transitional Business 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, but with a similar mix of uses to maintain and promote a pedestrian-friendly environment.

(Ord. No. 742, § 1, 5-5-2014)

Sec. 2901. - Principal uses permitted.

In the B2-A Transitional Business District, no building or land shall be used except in compliance with the uses identified in Table 2901.1. Sexually-oriented businesses as defined in section 2800 of the zoning ordinance are specifically prohibited in the Transitional Business District.

TABLE 2901.1 Transitional Business District (B-2A) Permitted and Special Condition Uses

Commercial	
Bakery, confectionary production	P
Banks	P
Brewpub, microbrewery, winery	P
Daycare center	P
Food service with or without alcohol service	P
General retail	P
Health/fitness facility	P
Open-air business	SCU
Personal service	P
Professional or medical office	P
Public assembly	P
Studio-art, dance, music, photography, etc.	P

Civic	
Education—Primary, secondary, college	SCU
Government offices	SCU
Library, public park	P
Museum	P
Residential	
Multifamily housing	P
Single family residence	P
Two family residence	P
Lodging	
Bed and breakfast	P (L)
Hotel	P (L)

P = Permitted

P (L) = Permitted subject to licensing provisions

SCU = Special condition use

TABLE 2901.2

Building Placement		
Setback (Distance from Property Line)	Minimum	Maximum
Front	0'	Average of buildings on adjacent lots or 15 feet, whichever is less
Side	5'	NR

Rear	0'	NR
Building Height		3 stories, 33 Feet

(Ord. No. 742, § 1, 5-5-2014; Ord. No. 759, § 5, 2-19-2018)

Sec. 2902. - Principal uses permitted subject to special conditions.

The uses noted as SCU in Table 2901.1 shall be permitted, subject to the conditions hereinafter imposed, for each use and subject further to the review and approval of the planning commission pursuant to sections 1717 and 1718 of the zoning ordinance.

Open air business accessory to a permitted use. Open air operations shall be screened from adjacent residential uses and parkland as approved by the commission.

(Ord. No. 742, § 1, 5-5-2014)

Sec. 2903. - Site development performance standards for all uses.

Any use or change of use, except to a single or two-family residence, located in the B-2A District shall be required to submit a site plan subject to section 1716. In particular, site plans shall be subject to the following standards:

1. General:

- (a) The site plan and elevation drawings shall label proposed exterior materials on walls and roofs of principal and accessory buildings, fences, or walls on the site.
- (b) Site development shall consider building placement in relation to public streets as well as the Park Reserve District (Downtown Greenway Corridor), where applicable.
- (c) All business, service, or processing activities permitted in this district shall be conducted completely within enclosed buildings except customer, employee and freight vehicle parking, loading zones, and those open air uses specifically identified in this district as permitted subject to particular performance standards.

2. Buildings:

- (a) In review of building facades and features, the Planning Commission shall consider:
 1. Exterior appearance shall take into account, and be compatible with, surrounding structures, considering proportions, materials, and fenestration, seeking to achieve some relationship with existing architectural character. A written description of how the surrounding structures have been considered shall be provided with the submittal.
 2. To reduce the mass of a building, any street or park fronting wall longer than 25 feet shall be articulated through changes in material, windows, wall plane, or wall height.
- (b) Detached accessory structures shall be designed to blend with the principal building(s) on the site as to exterior materials, size and shape.
- (c) Detached garages and accessory structures shall be accessed from an alley where one exists and is useable. Where an alley does not exist, a detached accessory building shall be placed to the rear or side of principal structures and shall not protrude into a front yard.

(d) An attached garage shall not protrude in front of the principal structure wall plane.

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.

(Ord. No. 742, § 1, 5-5-2014)

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 CONDITIONALLY RE-ZONE SPECIFIC PROPERTIES FROM THE O-S OFFICE SERVICE DISTRICT TO THE B-2A TRANSITIONAL BUSINESS DISTRICT.

WHEREAS, a request to rezone 501 and 523 East Mitchell Street, 311 Division Street; and 502, 508 East Lake Street from O-S Office Service B-2A Transitional Business was made on August 7, 2020 by the owners of the subject properties, pursuant to MCL 125.3405; and

WHEREAS, the subject properties are located on the periphery of the Central Business District and hold a mixed-use building, a church and parking lots; and

WHEREAS, the owners' request was made to conditionally rezone the properties to B-2A Transitional Business to enable the creation of housing units at 523 East Mitchell Street; and

WHEREAS, the voluntarily-submitted conditions offered by the owners for the rezoning included removal of the following uses from the subject rezoned properties: brewpub, microbrewery, winery, food service with or without alcohol service, open air businesses, and short-term rentals; and

WHEREAS, the Petoskey Planning Commission held a public hearing on the rezoning request at its September 17, 2020 meeting; and

WHEREAS, the Planning Commission made the determination that the conditional rezoning of the subject properties to B-2A Transitional Business is consistent with the City Master Plan, Future Land Use Map and Zoning Plan, that the uses and development standards are compatible with surrounding uses, that the site is of sufficient size to accommodate the conditional uses proposed, and that the rezoning will not adversely affect surrounding properties; and

WHEREAS, after the public hearing, the Petoskey Planning Commission voted 6-0 to recommend that the Zoning District Map be amended to add the subject properties to the B-2A Transitional Business District subject to the submitted conditions and guarantee that any new units created on the 523 East Mitchell Street property would be year-round housing; and

WHEREAS, the Petoskey City Council has considered the voluntary conditions and determined that the conditions further the above goals of enhancing existing residential areas and the community and are additionally consistent with anticipated future land uses:

NOW THEREFORE, the City of Petoskey ordains:

1. City Council accepts the conditions offered by the property owners with respect to FRANCIS PETOSKEY'S ADDITION, BLK 1, W 88 FT OF LOTS 1 & 2 & S 20 FT OF W 88 FT OF LOT 3, SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION LOT 4 & N 20 FT OF LOT 3 BLK 1 SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION W 1/2 OF LOTS 5 & 6 BLK 1 SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION W 32 FT OF E 1/2 OF LOTS 5 & 6 BLK 1 SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION, PT OF LOTS 1, 2 & 3, BLK 1; COM AT PT 88 FT E & 20 FT S OF NW COR OF LOT 3, BLK 1 OF SD PLAT, TH E 50 FT, M/L TO E LN OF SD LOT 3, TH S TO SW COR OF LOT 1 OF SD BLK, TH W ON S LN OF SD LOT 1, A DISTANCE OF 50 FT M/L, TO PT 88 FT E OF SW COR OF SD LOTS, TH N TO POC. SECTION 5, T34N, R5W, Emmet County Records.
2. The properties described as: FRANCIS PETOSKEY'S ADDITION, BLK 1, W 88 FT OF LOTS 1 & 2 & S 20 FT OF W 88 FT OF LOT 3, SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION LOT 4 & N 20 FT OF LOT 3 BLK 1 SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION W 1/2 OF LOTS 5 & 6 BLK 1 SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION W 32 FT OF E 1/2 OF LOTS 5 & 6 BLK 1 SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION, PT OF LOTS 1, 2 & 3, BLK 1; COM AT PT 88 FT E & 20 FT S OF NW COR OF LOT 3, BLK 1 OF SD PLAT, TH E 50 FT, M/L TO E LN OF SD LOT 3, TH S TO SW COR OF LOT 1 OF SD BLK, TH W ON S LN OF SD LOT 1, A DISTANCE OF 50 FT M/L, TO PT 88 FT E OF SW COR OF SD LOTS, TH N TO POC. SECTION 5, T34N, R5W, Emmet County Records are hereby rezoned to B-2A Transitional Business District, pursuant to MCL 125.3405, subject to all applicable zoning usages, standards, regulations, requirements, and conditions of that district, except as modified herein.
3. In addition to the zoning provisions applicable to B-2A Transitional Business District properties, the above properties shall be subject to the following additional conditions:
 - a. The following commercial uses listed in Table 2901.1 shall not be allowed: brewpub, microbrewery, winery, food service with or without alcohol service, open air businesses, and short-term rentals, also known as hotels.
4. The conditional rezoning is subject to the following considerations:
 - a. The condition not to allow brewpub, microbrewery, winery, food service with or without alcohol service, open air businesses, and hotels shall exist until such time that the City determines to rezone said properties to remove or modify this restriction in light of a change in conditions rendering a change to the zoning ordinance appropriate.
 - b. Any residential units created on the 523 East Mitchell Street property will be year-round housing.

5. 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, subject to the above conditions, is described as follows:

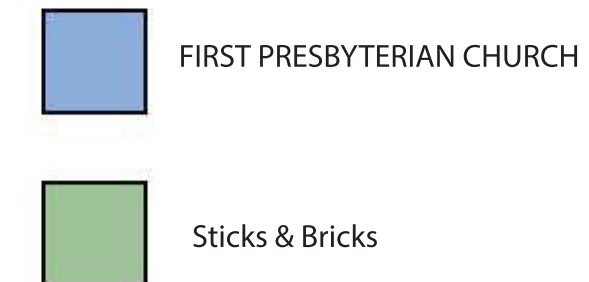
FRANCIS PETOSKEY'S ADDITION, BLK 1, W 88 FT OF LOTS 1 & 2 & S 20 FT OF W 88 FT OF LOT 3, SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION LOT 4 & N 20 FT OF LOT 3 BLK 1 SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION W 1/2 OF LOTS 5 & 6 BLK 1 SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION W 32 FT OF E 1/2 OF LOTS 5 & 6 BLK 1 SECTION 5, T34N, R5W; FRANCIS PETOSKEY'S ADDITION, PT OF LOTS 1, 2 & 3, BLK 1; COM AT PT 88 FT E & 20 FT S OF NW COR OF LOT 3, BLK 1 OF SD PLAT, TH E 50 FT, M/L TO E LN OF SD LOT 3, TH S TO SW COR OF LOT 1 OF SD BLK, TH W ON S LN OF SD LOT 1, A DISTANCE OF 50 FT M/L, TO PT 88 FT E OF SW COR OF SD LOTS, TH N TO POC. SECTION 5, T34N, R5W, Emmet County Records.

6. 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.
7. 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.

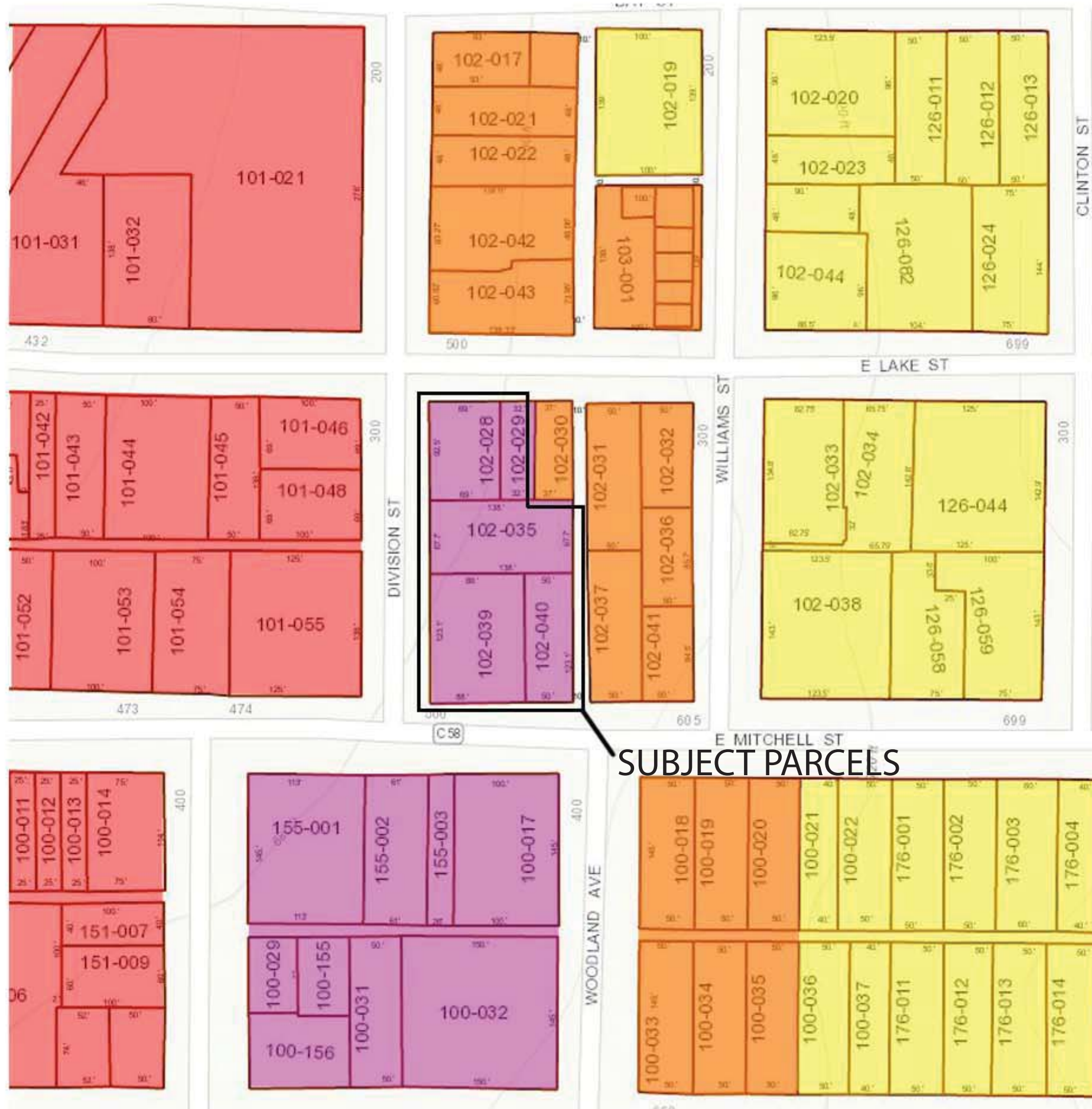
Adopted, enacted and ordained by the City of Petoskey City Council this _____ day of _____ 2020.

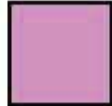
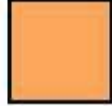
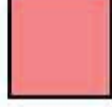

John Murphy
Its Mayor

Alan Terry
Its Clerk



Parcel Identification



-  O-S Office Service District
-  RM-2 Multiple Family Residential
-  B-2 Central Business District
-  R-2 Single Family Residential District

Current Zoning



Future Acquisition property



PLANNING COMMISSION

September 17, 2020

A regular Planning Commission meeting was conducted virtually from remote locations, with staff at City Hall Council Chambers, Petoskey, Michigan, on Thursday September 17, 2020. Roll was called at 7:00 P.M. and the following were:

Present: Cynthia Linn Robson, Chairperson
Betony Braddock
Carolyn Dettmer
Bob Kronberg
Rick Neumann
Ted Pall

Absent: Richard Mooradian
Eric Yetter

Others: Cindy Alexander, 221 West Mitchell Street
Bill DeLyon, 201 West Mitchell Street
James Dittmar, 914 East Lake Street
Joey Kejbou, Law Office of Joey Kejbou, Bloomfield Hills
Mike Pattullo, Shoreline Architecture, 8 Pennsylvania Plaza
Greg Potter, McLaren Northern Michigan
Steve Werner, Shoreline Architecture, 8 Pennsylvania Plaza

Staff: Amy Tweeten, City Planner
Rob Straebel, City Manager
Lisa Denoyer, Administrative Assistant

Upon motion and support, the minutes of the August 20, 2020 regular meeting were approved with corrections.

Case No. 2-17 – Review and Action on a Master Site Facilities Plan Campus Signage in the H-2 District for McLaren Northern Michigan

Commissioner Kronberg expressed that he had a conflict of interest, as he is an employee of McLaren Northern Michigan and asked to recuse himself from the discussion. At this time, Commissioner Kronberg's audio and video were turned off.

Staff explained that the request was for an amendment to the approved Master Site Facilities Plan for the H-2 District Campus Sign Plan. The proposed plan includes three different freestanding, directional sign types:

- DIR-1 and DIR-2 are freestanding directional signs;
- PID are parking identification signs; and
- EID are entrance identification signs

The plan also includes a wall-mounted sign on the new south tower and freestanding Offield Family Pavilion sign.

Greg Potter, McLaren Northern Michigan, gave an overview of the presentation from the previous meeting for those Commissioners that were not in attendance and noted changes that were made based on comments and concerns from the Commission. One of the changes included the reduction of the main entrance signs to the same size or slightly smaller than existing entrance signs. He then reviewed sign locations, the color-coded wayfinding system and wall mounted signage.

Commissioner Dettmer asked what the size comparison was between the new wall mounted sign (#24) and the existing wall mounted sign (#2), if there were sign dimensions for the freestanding pavilion sign in the planter bed and if it would be illuminated.

Staff responded that the freestanding pavilion sign would be 29 square feet.

Mr. Potter responded that the new sign (#24) had been reduced to the same size as the existing sign (#2) based on the Commission's comments at a previous meeting and the letters of the pavilion sign would be individually illuminated.

Commissioner Pall thanked Mr. Potter for the presentation and stated that he was happy with the main directional signs being smaller but was disappointed with the south tower wall sign. He read aloud Standard 3(a) in the standards for approval and stated that this standard specifically names Little Traverse Bay and he believes the proposed sign affects the view of the bay. When entering town from the south at the top of the hill, the sign would be very prominent and would frame the view of the bay. He does not believe it is a sign that is necessary as there are only a few peaks possible to see the sign from Charlevoix Avenue, it is not a wayfinding or directional sign and there are two other logo signs on the building. He stated that while staff believes it is a reasonably sized sign on a very large wall, the discussion for this standard should be whether or not the sign has an impact on the City's view of Little Traverse Bay. He believes the answer to that question is a resounding yes and cannot think of a way that the sign is necessary or how the removal of it would be detrimental to the business.

Commissioner Neumann stated that the colored wayfinding system is great and a nice improvement to help people find their way into the building. He commended McLaren Northern Michigan and Mr. Potter for hearing the concerns of the Commission and reducing the size of the signs to the existing size. He stated that he is happy that the wall-mounted sign is being reduced to the size of the existing sign and does not feel as strongly as Commissioner Pall does on the impact of the sign as he feels the building itself has more of an impact on the view of the bay than the sign does.

Commissioner Dettmer stated that she agreed with Commissioner Neumann and appreciated the presentation and materials presented. She heard the concerns of Commissioner Pall but also believes the building itself is obstructing the view of the bay, not the wall-mounted sign. She believes one reason to keep the sign would be for patients coming to the hospital from the west.

Commissioner Braddock stated that her main issue or concern with the previously proposed signage was the size of the directional signs and she believes the hospital and Mr. Potter have done a great job listening to the Commission's concerns and reducing the size of the signs. She likes the color-coded wayfinding signage and believes it will be a great help to patients and visitors. While she would prefer the south tower wall-mounted sign not be there, it is not a deal breaker for her.

Chairperson Robson stated that she too appreciates all of the work that has been put into the revised signage and presentation and she agrees with Commissioner Pall. She has traveled the Charlevoix Avenue route to see when the new tower sign would be visible and believes there are very few opportunities to see it. While the signage may only be seen for a brief moment while traveling down the hill on Spring Street, she reminded the Commission that photos are often taken from that area and those

images are permanent. She feels strongly that the view of Little Traverse Bay needs to be protected and allowing the McLaren logo sign would not do that. She also feels the Offield Family Pavilion sign is small enough and would not be as prominent as the McLaren logo and would be agreeable to approving it on the south tower.

Commissioner Pall stated that he would prefer no signs on the south tower as there is already signage below for the Offield Family Pavilion but Chairperson Robson's proposal would be a better compromise than the current proposal.

Mr. Potter stated that he believes there was an expectation from the donor that their family would be represented in this way given the substantial amount of their gift to the hospital. He stated that they could present the proposal to the Offield family and asked to comment on Commissioner Pall's perception of the signage and the view of the bay. He stated that he has spent an extensive amount of time driving up and down US-131 starting at Sheridan Street and also has an extensive photo library of photos taken every 100 feet or so. He commented that as you approach Sheridan Street, the McLaren building rightfully does outline the bay, however the new south addition is not anywhere in your visual as it is completely blocked by trees, buildings and other signage. The only time the new south tower comes into full view is when you are at the intersection of Jackson Street and Mitchell Street. He also commented that there are very few opportunities to view all three of the wall mounted signs at one time and asked the Commission to take this into consideration.

Commissioner Pall shared a photo that he took from the top of the hill on Spring Street a while back when the addition was going up. He stated that there are some trees in the view but the proposed sign would most definitely be seen from this location. He stated that he believes the sign would be very visible from this view and while he respects McLaren's goals there are many hospitals that do not frame the bay in this manner and what might work in other places may not work here.

Commissioner Neumann commented that to him it seems appropriate that the owner of the building be allowed to have a sign on the addition given the amount of money that McLaren is spending on this facility and the medical benefits it will provide to the community. He believes it is a reasonable request given the horizontal separation and feels it meets the standards.

Chairperson Robson stated that she does not disagree that the sign meets the standards with the exception that it is within the Little Traverse Bay view shed. If the sign request were for any other location other than within the Little Traverse Bay view shed there would be no controversy.

Commissioner Pall stated that he would have no issue if it were in another location without a view scape.

Commissioner Neumann commented that it is the building itself that has the greater impact on the view.

Commissioner Pall responded that the Standard 3(a) of the sign ordinance is directing the Commission to evaluate with respect to the view shed, specific to Little Traverse Bay.

Commissioner Braddock stated that she agreed with Commissioner Neumann and believes they all agree on how important the Little Traverse Bay view is, however, the building itself is already taking that view and an additional sign does not change that for her.

Commissioner Pall wanted to make it clear that his issue is that the sign ordinance has a standard for review of signs, so the Commission is reviewing signs, not buildings and he believes this sign impacts the view of the bay.

Commissioner Neumann stated that he does not feel it impacts the bay because the building is behind it and larger than the sign.

Chairperson Robson stated that she disagrees and that Commissioner Pall's interpretation is accurate in terms of the sign ordinance. In order for the proposed plan to pass, a 4-1 vote would be required and it appears that there would be a 3-2 vote.

Staff asked to clarify because the bylaws state that a quorum of a Commission shall consist of at least five members. A majority of the quorum present shall be required to pass a particular motion. If Commissioner Kronberg is not in the meeting because he has a conflict, she believes a majority would be three members. If Commissioner Kronberg cannot vote, it is as though he is not part of the quorum.

Commissioner Pall stated that he believed it could be passed with a 3-2 vote.

At this time, a motion was made by Commissioner Pall, seconded by Commissioner Robson, to approve the sign plan amendment to the McLaren Northern Michigan Master Site Facilities Plan dated September 4, 2020 based on the findings in the staff agenda memo and comments from the applicant, that the Sign Ordinance standards of Section 10.1(g) could be met with the condition that the McLaren logo portion of sign #24 be removed.

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

Mr. Potter asked if the Commission could make a motion to approve the plan as written.

James Dittmar, 914 East Lake Street, stated that he believes in Robert's Rules of Order the reason for a quorum is because that is the minimum requirement to pass something. He is not familiar with the Planning Commission's bylaws but if they state something other than that, he believes it is wrong and should be checked in accordance with state law and Robert's Rules of Order as a quorum is necessary to pass a motion.

Commissioner Pall stated that he is quite sure that is how City Council handles it.

Staff responded that if someone abstains due to a conflict of interest, they are removed from the meeting and cannot vote.

Chairperson Robson asked if the Commission were to have five members present and one member had to abstain, would they not be allowed to vote, as they no longer have a quorum.

Staff responded that if there were a quorum of five and one member had to abstain, she believes the quorum would then be four and the vote would have to be 3-1 to pass.

Commissioner Pall stated that he could see the conflict and Mr. Dittmar may be correct. The bylaws may be something different from Robert's Rules of Order and the Commission would be passing something on a nine-member commission with only three votes. He believes this may be at odds with Robert's Rules of Order.

Mr. Dittmar stated that he believes illumination of the wall-mounted sign is part of the problem, as a big illuminated sign would definitely impact the view more than the building.

Commissioner Braddock stated that in a previous discussion it was asked if the illuminated sign would be turned off at night and the answer was that it would not be turned off.

Mr. Potter responded that he did not recall that discussion but it is something that could be taken into consideration with leadership.

Commissioner Robson stated that she would prefer the sign not be lit during the day to which Mr. Potter responded that it would not be.

Commissioner Braddock made a motion, seconded by Commissioner Pall, to amend the motion to include the McLaren sign without nighttime illumination.

Chairperson Robson made a motion to amend the amended motion, seconded by Commissioner Pall, to state that the McLaren sign would not be lit.

Commissioner Neumann stated that it did not make sense to him to have the wall-mounted sign unlit. One of the purposes of the sign is to be lit and it does not make sense to have two signs just like it that are lit and one that is not.

Commissioner Pall stated that the reason he seconded the motion was that he feels a non-illuminated sign would have less impact on the view of the bay.

Mr. Potter stated that if one particular sign would jeopardize the whole plan from being approved, he would like to ask that the one sign be removed for further discussion and a vote be taken on the rest of the signs. Postponement of action on the entire plan would put them in jeopardy of not being able to submit plans in time for completion by the opening of the building next year.

Commissioner Braddock withdrew her amendment to the motion and Commissioner Pall withdrew his second.

Commissioner Braddock made a motion, seconded by Commissioner Neumann, to amend the motion to exclude sign #24 from consideration of the overall sign plan at this time.

Chairperson Robson asked if sign #24 included both the McLaren sign and the Offield Family Pavilion sign.

Mr. Potter responded that it did and he would like to have further discussion about this sign at a future meeting.

A roll call vote was taken and the motion carried 5-0.

At this time, Commissioner Kronberg was welcomed back to the meeting.

**Case No. 51-20 – Special Condition Use Request for a
Medical Marihuana Provisioning Center at 215 West Mitchell Street**

Staff informed the Commission that this is the first of three medical marihuana provision centers that will be approved. The proposed location is at 215 West Mitchell Street and the property 6,000 square feet (50' x120') with vehicular access from the alley to the south. The entire 2,395 square-foot structure would be used for the provisioning center operations.

The Commission received written comments opposing the special condition use citing parking issues from Bill DeLyon, owner of 201 West Mitchell Street; Kyle Denholm, tenant of 301 and 311 West Mitchell Street; and Harold and Thea Baird, owners of 305 and 311 West Mitchell Street.

Staff informed the Commission that she received revised drawings today that address the majority of the conditions of approval as related to utility and lighting comments but staff has not yet reviewed them entirely.

Staff commented that based on review of the Site and Landscape Plan for 215 West Mitchell Street dated 8/6/2020, she believes the zoning ordinance site plan standards (1716), special condition use

standards (1717), and special condition standards for medical marihuana facilities in the B-3 District (1002(10)) could be met with the following conditions:

1. Planning Commission approval of the on-street parking space within 300 feet;
2. Elimination of the first five-feet of hedge along the east property line;
3. Additional information provided to staff on the lighting fixtures to ensure they are fully cut-off, particularly adjacent to US-31;
4. Additional information provided to staff on the window lighting to ensure it is not an illuminated frame around window signage;
5. Submittal of a sign permit application for review and approval by staff;
6. Revised storm water management plan that incorporates the following changes submitted to the Department of Public Works for review and approval:
 - a. Install 4' diameter manhole in the alley in place of the cleanout indicated. See City Construction Standards for storm sewer specs and details;
 - b. Remove and replace pavement the full width of alley for storm sewer installation. See City Standard Street Cross Section for pavement structure;
 - c. Provide 15" storm and catch basin with perforations and applicable trench detail to allow for infiltration. The 6" and 8" in the alley is to be solid pipe;
 - d. A right-of-way permit is obtained before any work commences; and
 - e. As-built drawings of utility systems are provided to the Department of Public Works.
7. Utility plan identifying location of re-located electric facilities submitted to the Department of Public Works for review and approval that identifies the electric hand-hole and relocated transformer. All utility relocations will be at the applicant's expense.

Michael Pattullo, Shoreline Architecture, stated that updated drawings had been submitted based on comments in the staff report and they addressed as many issues as possible. He shared a couple of renderings of the proposed mixed use building and explained that the new use would change this to retail space on the first floor with the upper floor being utilized for storage and office space. The outside of the building would remain largely intact. A small portion of the building on the south side would be removed, along with an existing deck. The outdoor stairs would be replaced with a walkway and ramp covered by a pergola and a new parking area and sidewalk would be installed, as well as a fenced area for roll out trash bins. The site would be barrier free from both the parking area and Mitchell Street. He addressed concerns about parking and stated that they comply with the ordinance based on gross square footage of six parking spaces. Five of the spaces are on site and they are requesting, as allowed per the ordinance, for a sixth space within 300-feet of the property. Because the proposed use is strictly for medical use, patients would be required to show a State of Michigan issued medical marijuana card and this would reduce the number of people entering the facility. It is estimated that there will be four to six patients per hour and the owner feels there is enough space to accommodate these needs. In addition, the owner is arranging for off-site parking spaces for employees to make more space available for patients. There is a trend towards delivery and curbside pick-up, which would also minimize the number of parking spaces needed. Another issue that was brought up was traffic in the alley. They do not believe four to six vehicles per hour is excessive for this alley and that perhaps public safety and public works may want to change it to one-way in the future. Mr. Pattullo stated that they plan to return at a future date to review signage and exterior lighting and that revised lighting specifications had been submitted showing the change from up lighting to down lighting, as well as utility concerns mentioned by the Department of Public Works. He also added that the hedge along the east side of the property will be pulled back to reduce any visual issues.

Commissioner Pall thanked Mr. Pattullo for the presentation and asked if he could explain more on the proposed window lighting and voiced concerns with marginally adequate parking with the hopes of employees being able to park off site and hoping that the numbers are on the lower end as calculated.

Mr. Pattullo responded that the window lighting had been eliminated and they are meeting all but one parking space that is required. He stated that it is not a hope that employees will be parking off site, they will be parking off site. He believes that if it were a condition of approval that employees park off site that the owners would be happy with that. The barrier free space is a requirement of the ordinance and the building code. He believes they have provided what is required and understands the concern with the amount of parking on site, however, based on calculated numbers the owner is confident that there will be no issue with the parking that would be provided on site.

Joey Kejbou, Attorney, Bloomfield Hills, stated that he hears the concerns regarding traffic and parking at this facility and they have determined an alternate site for employees to park. The applicant has verbal agreements for off-site parking and hopes to have written agreements once the site is approved. He informed the Commission that the number of medical marihuana users is trending down and currently there are only 227 active medical marihuana cardholders in Emmet County. The number of patients is limited by law because this facility would be for medical marihuana only. The current trend in the industry is 30% to 40% of purchases being made via curbside pick-up and delivery. It is anticipated that traffic through this facility would be 10 to 12 patients per hour, on the high end, and traffic would be moderate.

Mr. Pattullo stated that because this facility would strictly be a medical marihuana facility the patients would not be making an impulse purchase and he believes that the only time there would be confusion would be a first time visit. After that, patients would know where to park and enter the facility.

Chairperson Robson asked how long the turn-around time would be for someone coming in to pick up his or her medical marihuana.

Mr. Kejbou responded that the typical turn-around time, if they know exactly what they want would be approximately four to six minutes. If they do not know what they want and have questions it would be approximately 10 to 12 minutes for an uneducated patient.

Commissioner Braddock stated that most of her questions had already been addressed and that parking was a main concern, although it seems they are meeting the ordinance. She commented that a letter received by the Commission mentioned that the applicant had contacted them about purchasing parking spaces from them and she asked if this parking was for the employees and stated she was confused as to why they would be looking to purchase parking spaces.

Mr. Kejbou stated that due to expressed concerns with parking at the last meeting they were trying to be proactive and explore alternative options for parking. They want to reserve onsite spaces for patients and although they do not feel it is necessary, in an effort to be proactive and to be a good neighbor they explored the option of purchasing additional spaces from other nearby property owners.

Commissioner Kronberg stated that he is familiar with area and has concerns with the congestion in this area as the alley has limited site distance on both ends and vehicles would be crossing public sidewalks to access alley. He also has concerns with the number of patients that may be at the facility at one time. He stated that it seems they are presuming that patients will self-pace over an eight-hour period and suggested scheduling appointments as an option to limit the number of patients at the facility at one time.

Commissioner Dettmer stated that she feels the project is an improvement to the property and the building. She voiced concerns with not meeting the parking requirements and asked if the tree in the rear side yard could be removed to create an additional parking space.

Mr. Kejbou stated that parking requirements have been met. In an effort to be a good neighbor they have gone above and beyond to make sure that the combination of employees and patients onsite does

not exceed parking. If they find they have peak hours or patterns inconsistent with what they anticipate, they will have parking offsite to accommodate.

Chairperson Robson asked Mr. Pattullo if he could answer Commissioner Dettmer's question regarding the removal of the tree to create an additional parking space.

Mr. Pattullo responded that the space is not wide enough to meet the legal requirements for a parking space and it was therefore decided that this would be a good location to plant a tree in order to meet the landscape requirements.

Chairperson Robson asked if the lot, from east to west, was paved parking to which Mr. Pattullo responded that it was, with landscaping on the east side.

Commissioner Dettmer asked if more of the first floor of the building could be removed to create additional parking.

Mr. Pattullo responded that the width of the property was the issue in terms of parking spaces. The other alternative would be to create parking spaces to the north and south but it would require removal of too much of the building.

Commissioner Neumann asked how curbside pickup would work and if the customer would call ahead with their order, state their arrival time, pull into a parking space in the back and an employee would deliver it to them.

Mr. Kejbou responded that he was correct and that some apps have been developed and are in operation and more are being developed for this purpose. He also stated that an app not yet been selected for this facility.

Bill DeLyon, 201 West Mitchell Street, stated that he owns neighboring properties at 201 West Mitchell Street and 301 West Mitchell Street and that he sent notes to the Commission with a few points that he would like to review. He commented that no one has talked about snow removal and how snow will accumulate and parking spaces will be lost. He stated that in the drone picture provided by the applicant, you can see that his lot is almost full. While he is not opposed to the applicant as a neighbor, he is opposed to the parking situation. He voiced concerns with patients parking in his parking lots to access the proposed site and while he appreciated being contacted by the potential owner regarding the purchase of some of his parking spaces he cannot afford to give any up spaces due to the need for his businesses. He stated that the UPS Store has people coming and going all the time and believes the actual time that patients will be inside will be significantly longer than what is projected. He found it interesting that someone would spend such a large amount of money on property and a business that is declining in numbers. He stated that he went to Lume to do a traffic count, the minimum number of cars on site at one time was 15 to 20, and they were constantly coming and going. The count was done during daytime hours and he believes that parking will be a problem and patients will be parking on his properties to access this facility.

Cindy Alexander, 221 West Mitchell Street, stated that she owns the business due west of this property and is very familiar with the traffic flow. She voiced concerns with parking and stated that in the winter, they will lose 40% of parking to snow accumulation and that she experiences the same issue. She stated that there are already employees from surrounding businesses parking on the street and is concerned with the impact it will have on her business. She also voiced concerns with the sidewalk along Mitchell Street, as it is very narrow and treacherous in the winter and stated that on average there are four accidents near this location each year from patrons looking for the smoke shop or UPS who stop abruptly to turn into the parking lot. She asked if armed guards would be present at this facility as they generally are at facilities like this. She stated that her business is also service oriented and at times it is dead and at other times there will be four or five people coming in at once. Typically,

customers are in the store much longer than two to three minutes and she believes the same will be true for the proposed business. She believes there are many other locations available within the city that would meet the requirements and would be a better fit for this facility.

James Dittmar, 914 East Lake Street, stated that he heard reference to letters that were submitted to the Commission but there were none in the packet and asked if the letters could read aloud. He commented that Mr. DeLyon made a good point regarding the reduction of parking in the winter, in which case, they would not meet the parking requirement in the winter.

Chairperson Robson stated that the letters were received after the packet was sent out and that is why they were not included in the packet.

Staff read aloud the letters that were submitted from Blackthorne, LLC, Kyle Denholm, and Harold and Thea Baird but did not read Mr. DeLyon's letter as he addressed his issues earlier.

Mr. DeLyon commented that he believes a facility could be found to perform a parking study on and he believes they would find the need for parking would be much greater than what is being proposed or suggested.

Mr. Kejbou responded that they do not view Petoskey as a particularly dangerous area and have no reason to believe that there would be a need for an armed guard. If they find it is necessary or if the Commission requires it as a condition of approval, they would be happy to have one.

Chairperson Robson commented that the State of Michigan has security protocols that have to be followed that are more than adequate for Petoskey.

Commissioner Neumann voiced concern with the ability to meet Standard C of the Special Condition Use Standards of Section 1717. His son lives on Wachtel Street and as a former patron of Petoskey Printing and Duplicating, that once occupied this facility, he is very familiar with the access from the alley. It is not an easy location to get in and out of, especially on the east end as the building is very close to the alley. Site visibility is an issue and he is concerned with traffic and access issues. Congestion and circulation are also issues in the area of the UPS Store and Mancino's and added traffic from the alley will only add to these issues.

Commissioner Kronberg stated that he is not against the retail proposal but is against the location due to congestion and traffic patterns for both traffic and pedestrians. He stated that it seems as though they are trying to shoehorn a business that barely has room for itself.

Commissioner Braddock stated that she shares many of these concerns and parking continues to be a concern as it is tight for this property. Everything sounds good in regards to the proposed numbers of customers per hour but it has the potential to be a very difficult area to navigate. She is in favor of the dispensary but does have concerns with parking.

Commissioner Pall asked staff if her recommendations for conditions of approval for items one through three would change based on tonight's discussion.

Staff responded that she would not change item number two but would likely eliminate items three and four as they have been addressed in the newly submitted documents.

Commissioner Pall stated that this is a relatively quick in and out operation but if people are going to park illegally, it will be an issue for other businesses. He stated that he might be inclined to postpone action due to the amount of public comment received tonight.

Commissioner Dettmer commented that some places remove the snow from the site rather than piling it up. She is still concerned with parking although there is room where someone could sit and wait for a parking space. She likes the idea of looking at the traffic patterns and possibly making the alley one-way only.

At this time, a motion was made by Commissioner Kronberg, seconded by Commissioner Pall, to postpone action until the next regular meeting.

Commissioner Neumann asked what the purpose was for postponing action.

Commissioner Pall stated that it was to allow the Commission time to review and consider the comments received from the public.

Mr. Pattullo stated that he believed the parking concerns were a bit arbitrary as they are meeting the parking requirement per the ordinance and if more were required based on the type of business then the ordinance should state so. He believes circulation concern is legitimate and is something that needs to be discussed and thought about. The alley is tight and he would like to see it changed to one-way to help with the flow of traffic and visibility. The alley itself as a point of access is a good thing rather than an additional curb cut from Mitchell Street and he believes that traffic flow is something the City should look at. He believes off-site parking will only be an issue for a first time customer after that they will know where to park and how to access the building. He stated that it is their intention to remove snow from the site, not stockpile, as there is not enough room and a heated sidewalk and barrier free ramp would be installed as suggested at the previous meeting. He reminded the Commission that Lume is a recreational facility and is completely different from the proposed facility. Lume customers are making a retail purchase and this facility would be more like a pharmacy and would have a much faster process.

Mr. Kajbou commented that Lume is an adult use facility and there are a total of 227 patients in all of Emmet County that are eligible to visit the proposed facility. If every patient visited the facility, that would be eight patients per day. The traffic count would not be an issue, nor would parking, especially with the option of curbside and delivery service and this facility would offer delivery service. He commented that one facility in Traverse City, where the patient count is four times as much as Emmet County, had 1,045 visits in one month. That is the equivalent of 30 to 35 patients per day.

Mr. Pattullo stated that Mr. Kajbou has a large amount of data and references that he can provide the Commission on parking that may address Mr. DeLyon's suggestion of a parking study.

Commissioner Pall asked staff for clarification on the parking. His understanding is that the applicant needs six parking spaces and Commission may allow one to be off-site if they deem it appropriate and he believes the issue for Commission is how critical they view the parking in that area and if it will work well. The owners need to know that they need six spaces and only have five. The Commission can allow one off-site parking space within 300 feet but they have to determine the parking situation in that area. He then asked staff if she felt it would be helpful for the Commission to review information on similar facilities in Traverse City.

Staff responded that he was correct and that it would not hurt to review the information. If the motion to postpone passed, additional information could be provided to the Commission for review.

Chairperson Robson stated that she believes the issue of whether to allow one parking space on street needs to be decided in order for the project to move forward. If the Commission is favorable to postponing action in order to acquire more information on parking requirements at other facilities they can do so. She believes that if there were six onsite parking spaces this would not be a discussion.

Mr. Pattullo asked if one additional on street parking space approval was part of the basic ordinance or if it is required as part of the special condition use request.

Staff responded that it is allowed through the ordinance that the Commission may approve up to 20% of required spaces to be on the street.

Commissioner Dettmer asked for clarification as the site plan states up to five parking spaces but she only counts four. She stated that she believes the main public concern is what the business is doing, not necessarily the issues that have been discussed and that it should be looked at as a retail business and move forward with a possible approval.

Staff commented that the fifth parking space is parallel to the east property line.

Mr. Pattullo stated that there is not enough space available for a van accessible space, as the isle way is required to have an eight-foot alley.

Commissioner Dettmer asked if an amendment to the motion to not postpone action was an option to which Commissioner Pall responded that in the order of motions, a motion to postpone is a higher order motion. If the majority of the Commission voted no on the motion, discussion would continue at that point.

At this time, a roll call vote was taken and the motion carried 4-2.

Chairperson Robson asked staff to compile parking requirement information for review prior to the next regular meeting.

Mr. Pattullo asked for clarification on the purpose of the postponement and asked if there was anything they should address.

Commissioner Kronberg read aloud the Special Condition Use Standards of Approval, Section 1717 (c) and stated that he believes this is where he is hung up on this request. He has no issues with the type of business but has concerns with the area being extremely tight and already congested by existing businesses and is concerned with adding additional usage and traffic into this area.

Commissioner Pall stated that he believes the issues are parking and traffic circulation and it is never a bad idea to take time to put information all together.

Commissioner Neumann stated that he voted yes to postpone action to accommodate the requests for more information and time to think about the comments made.

**Case #1-20 Rezoning Request of 501 and 503 East Mitchell Street
from O-S Office Service to B-2A Transitional Business**

Staff reviewed resulting impacts of rezoning to B-2A with the identified conditions as:

1. No density limit on number of new dwellings based on lot area;
2. Reduced building setbacks;
3. No maximum lot coverage of structures; and
4. Reduced parking requirement for new residential units.

Staff noted that her concerns with the use of conditional rezoning to achieve the objective of additional housing units were listed in the agenda memo.

She reminded the Commission that in review of a rezoning request, they must evaluate whether it is consistent with the City Master Plan. The properties are identified as Neighborhood Mixed Use on the Master Plan Future Land Use Map. The O-S District is included in this land use category, as is the B-2B Mixed Use Corridor. The B-2A District is very similar to the B-2B District and the conditional rezoning

request is to remove some of the commercial uses. And, after receiving public comment, the Commission may make a recommendation on the rezoning request to City Council.

Steve Werner, Shoreline Architecture, stated that the main goal of this request was so that the Tallman's could develop the property for residential housing. He informed the Commission that staff had offered an alternate option but he was unsure how long the alternate option would take for approval and questioned the parking requirements as he felt the number was high. Additional parking would be added with the church using it on the weekends.

At this time, the meeting was opened for public comment. No public comment was received.

Chairperson Robson stated that she believes the Commission is in favor of more housing and asked Commissioners how they wanted to proceed, if they would like to approve rezoning of these properties with conditions or look at Office Service zoning as a whole see if it is workable to avoid these requests in the future.

Commissioner Braddock asked to clarify that the change of zoning for Family Video was spot zoning and that it should be avoided, if possible. She asked how long the process would be to change the zoning of Office Service and if it would push the process back for the applicant. She asked if the owners would be ready to move forward with the project once approval is given and stated that she loves the project, more housing would be great for the community and she would love to see it come to fruition.

Staff responded that she was correct and the process would be longer to change Office Service zoning as the Commission would have to give direction on language, language would have to be drafted and brought back to the Commission for discussion, a public hearing would have to be scheduled and then held and once approved it would move on to City Council for review and approval. Staff stated that while this would be a longer process it would address the larger issue that will fall on other parcels rather than create conditions on one area that no one will know about in the future.

Mr. Werner responded that the thought process for this project would begin once approval is given but actual construction would take some time.

Commissioner Kronberg stated that he does not see an issue with changing the zoning to B-2A Transitional Business.

Commissioner Neumann asked that in order for it to be considered spot zoning, wouldn't just one parcel be changed and stated that he does not consider it to be spot zoning. He believes they would be creating a ring around the edge of downtown as it transitions to residential.

Staff responded that this B-2A zoning would be different from any other B-2A zoning because it would have conditions on it and would be a unique zoning district for that reason.

Chairperson Robson stated that there could be an issue because there would be no notation in zoning that shows the conditions exist. A potential buyer would not necessarily know that there are conditions with this property, as it would only be noted in the deed. She believes it would be better to go through the process of changing O-S Office Service zoning. She also stated that she has no issue with the zoning being changed to B-2A but without conditions.

Mr. Werner stated that he does not feel that the conditional uses apply but they want to appease the Commission knowing that these types of uses are a bit riskier and it would be preferred not to have them along the edge of the community.

Commissioner Pall stated that he is not as bothered by the conditional zoning, however, changing to B-2A zoning without conditions is a huge concern, as it is hard to say what may or may not happen with

these properties in the future. He likes the conditions as it allows them to do the housing but protects the interest of the neighborhood. He believes the discussion of changing O-S Office Service is a big discussion and much more complicated and would be a much longer process.

Chairperson Robson stated that she was not opposed to moving forward and approving the request with conditions.

At this time, the meeting was opened for public comment. No public comment was received.

Commissioner Neumann stated that he agrees with Commissioner Pall on approving with conditions.

At this time, a motion was made by Commissioner Neumann, seconded by Commissioner Pall, that the request to conditionally rezone the properties at 501 and 523 East Mitchell Street, 311 Division Street and 502 and 508 East Lake Street from O-S Office Service to B-2A Transitional Business District with the conditions that would eliminate brewpub, microbrewery, winery, food service with or without alcohol service, open-air business and hotel from Table 2901.1 and further guaranteeing that any new units created on the 523 East Mitchell Street property would be year-round housing be recommended to City Council for approval based on the facts presented in the staff agenda memo, Commissioner comments and the finding of fact that the request is consistent with the City Master Plan, Future Land Use Map and Zoning Plan, that the uses and development standards are compatible with surrounding uses, that the site is of sufficient size to accommodate the conditional uses proposed and that the rezoning will not adversely affect surrounding properties.

A roll call vote was taken and the motion carried 6-0.

Public Comment

The meeting was opened for public comment. No public comment was received.

Updates

Staff reminded the Commission that at their October special meeting they will be reviewing the final two chapters of the Master Plan and then will review any other sections that the Commission would like to review.

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

Minutes reviewed and approved by Ted Pall, Vice Chairperson/Secretary



BOARD: City Council

MEETING DATE: October 19, 2020

DATE PREPARED: October 14, 2020

AGENDA SUBJECT: Award the Bear River, Iron Belle Bridge Construction Contract to Gordon Construction Services, Lansing

RECOMMENDATION: Award Gordon Construction Services a contract for construction of the Bear River, Iron Belle Bridge

Background 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 (see enclosed map showing location). This project has appeared in the last two Parks and Recreation Master Plans and in 2016, the City authorized an engineering and installation study of the project, with an estimated cost of \$166,000 at that time. The bridge is proposed to be 80-feet long and 6-feet wide with a 5-foot clearance over the river and will have 48-feet of boardwalk leading up to the bridge on the college side.

In June of 2019, the City approved the Project Agreement from the State to move forward with the grant. The State however required the easement agreement to be approved before they would issue their approval of the project agreement. The City worked with new college administration and board to secure the easement, which satisfied the State's requirement to release the Project Agreement in March of 2020.

The pandemic delayed the bid process and held State funding that was committed to fund the bridge until recently. The City was able to bid the project out, which came in over the budgeted amount. Since the bid opening, City staff and Beckett and Raeder, Inc. have been exploring opportunities to value engineer the project to fall within the budget and fit the scope and aesthetics that are expected of the bridge. Both contractors were given the opportunity to submit pricing on alternates and also provide any voluntary alternates to minimize cost.

In addition, it should be noted that the City and the North Country Trail Association, Jordan Valley Chapter 45 (NCTA), were diligent in raising over \$120,000 in funds to minimize the City's cost (enclosed). The NCTA has also committed to volunteer with labor in areas they are qualified to perform (tree/brush clearing, constructing the boardwalk). A breakdown of the bid summary is enclosed.

Proposals City staff, along with Beckett and Raeder, Inc., prepared and advertised detailed bid specifications for the Petoskey Iron Belle Bridge dated July 29, 2020. There was also a mandatory pre-bid meeting on August 11, 2020 at City Hall and on site. Bids were opened on Tuesday, August 18, 2020 and two bidders submitted quotes:

<u>Bidder</u>	<u>Amount</u>
Gordon Construction Services Lansing, MI	\$188,020
TJM Services Allegan, MI	\$232,210

Recommendation City staff recommends City Council authorize contracting with Gordon Construction Services, Lansing, for \$188,020 for construction of the Petoskey Iron Belle Bridge.

kk
Enclosures

PROPERTY MAP – RIVER ROAD SPORTS COMPLEX



Parcel number 300-003

	NCTA - JV 45° Chap.	Other Sources- Amount	Sources - Name	Status Notes	Available as of Aug 2020
Project Income					
Local Grants		5,000	Baiardi Foundation	secured	5,000
		5,000	Great Lakes Energy-People Fund	<i>Spent Preston Feather wood</i>	
		20,000	Petoskey Rotary Club	secured –applicant City of Petoskey	20,000
		10,000	Local Revenue Sharing Board	secured –applicant City of Petoskey	10,000
		15,000	Petoskey Harbor Springs Area Community Fndn	secured	15,000
City of Petoskey		25,000	Engineering/Consultant Fees	City incurs maintenance costs annually	
NCTA JV 45° chapter	2,500				2,500
NCTA JV 45° Prior Pledges			Individual	Early pledge drive	4,000
MNRTF		83,000	State of Michigan DNR		83,000
IBT Bridge Grant		66,000	DNR, Iron Belle Trail Matching Grant	Released in October	66,000
Project total					205,800

City of Petoskey
Iron Belle Trail Bridge
12-Oct-20

1. BID SUMMARY

A. 'Base Bid

Alternates:

B. Alternate no. 1: Replace aluminum prefabricated bridge
site-built composite bridge, ADD AMOUNT:

GORDON CONSTRUCTION SERVICES	TJM SERVICES
\$ 246,625.00	\$ 256,190.00

\$ 80,000.00 \$ 16,000.00

C. Alternate no. 2: Provide and install helical pile but delete
remaining boardwalk construction, **DEDUCT AMOUNT:**

\$ 16,000.00	\$ 4,500.00
--------------	-------------

D. Alternate No. 3: Provide and install site-built bridge as
designed by Custom Manufacturing, Inc. **DEDUCT AMOUNT:**

\$ 34,625.00	\$ 15,000.00
--------------	--------------

E. Voluntary Alternate: Substitute Arete Structures FRP
bridge for the originallly specified bridg, ADD AMOUNT:

N/A \$ 9,000.00

F. Voluntary Alternate: Eliminate all tree clearing from the
contract scope. **DEDUCT AMOUNT:**

\$ 4,480.00	\$ 4,480.00
-------------	-------------

G. Voluntary Alternate: Eliminate live staking from the
contract scope; utilize erosion control blankets around
crane pad and next to river. **DEDUCT AMOUNT**

\$ 3,500.00	N/A
-------------	-----

TOTAL BID AFTER VALUE ENGINEERING, BASE BID AND

ITEMS C, D, F AND G.:

\$ 188,020.00	\$ 232,210.00
---------------	---------------

2. UNIT PRICING SUMMARY

GORDON CONSTRUCTION SERVICES	TJM SERVICES
------------------------------------	-----------------

Item	Unit		
Remove Vegetation	sy	\$ 10.00	\$ 1.40
Remove Trees, 12" - 24" Cal.:	ea	\$ 200.00	\$ 800.00
6' Wide Boardwalk with Guardrail	lf	\$ 360.00	\$ 98.00