



CITY COUNCIL

August 2, 2021

1. Call to Order - 7:00 P.M. – City Council Chambers
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) July 19, 2021 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since July 19, 2021
5. Miscellaneous Public Comments
6. City Manager Updates
7. Appointments – Consideration of appointment to the Building Authority Board of Commissioners
8. Old Business – Second reading and possible adoption of a proposed Zoning Ordinance Amendment creating a new Section XXXIII C – College District
9. New Business
 - (a) Hear presentation and possible approval of a letter of support for the establishment of a Transit Authority
 - (b) Adoption of a proposed resolution that would approve a Redevelopment Liquor License for Clurichaun Enterprises LLC dba The Underground Bar/Yes Dear! Bartique, 406 East Lake Street
 - (c) Adoption of a proposed resolution that would designate staff to apply to the Michigan Department of Transportation for routine necessary permits to work within State Highway rights-of-way on behalf of the City
10. City Council Comments
11. Adjournment

You may join the meeting remotely

Join Zoom Meeting: <https://us02web.zoom.us/j/86350012079>

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

Meeting ID: Meeting ID: 863 5001 2079

Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the City Clerk at the earliest opportunity by emailing aterry@petoskey.us or by calling 231-347-2500 to request assistance.

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 of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: August 2, 2021

PREPARED: July 29, 2021

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 July 19, 2021 regular session City Council meeting; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since July 19, 2021 for contract and vendor claims at \$2,236,579.56, intergovernmental claims at \$698,435.04, and the July 22 payroll at \$247,553.91 for a total of \$3,182,568.51.

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Enclosures



CITY COUNCIL

July 19, 2021

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, July 19, 2021. This meeting was called to order at 7:00 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

Present: John Murphy, Mayor
Kate Marshall, City Councilmember
Derek Shiels, City Councilmember
Brian Wagner, City Councilmember
Lindsey Walker, City Councilmember

Absent: None

Also in attendance were City Manager Rob Straebel, Clerk-Treasurer Alan Terry, City Planner Amy Tweeten, Public Works Director Michael Robbins, Parks and Recreation Director Kendall Klingelsmith and Executive Assistant Sarah Bek.

Consent Agenda - Resolution No. 19559

Following introduction of the consent agenda for this meeting of July 19, 2021, City Councilmember Marshall moved that, seconded by City Councilmember Shiels adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the June 21, 2021 regular session City Council meeting be and are hereby approved; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since June 21, 2021 for contract and vendor claims at \$1,290,618.64, intergovernmental claims at \$6,681.08, and the June 24 and July 8 payrolls at \$484,827.33, for a total of \$1,782,127.05 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Hear Public Comment

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

Hear City Manager Updates

The City Manager reviewed that the Clerk's Office has fielded questions regarding the petitioning process to place a ballot question on the November General Election ballot to allow recreational marijuana provisioning centers in the City; that staff met with representatives from Top of Michigan Trail's Council regarding various issues with users on the Little Traverse Wheelway such as better signage, reducing current speed limits from 20mph to 15mph and working with local e-bike companies on educating users on proper trail protocol; that the State did not approve a low-income housing tax credit application for the proposed Lofts at Lumber Square on Emmet Street and that it appears without this incentive, the developer will not proceed with the project; that the Greenwood Road reconstruction project started today and is slated to be completed by mid-November; that staff will start contract negotiations with the Public Safety Lieutenant's division this week; congratulated Public Safety Officer's William Bowen and Karl Fritz on receiving the Medal of Valor award from the Michigan Association of Chiefs of Police (MACP) at a recent conference as a result of the officers' response to an active shooter situation that occurred in March of 2020 just inside Charlevoix County; that the City worked with MDOT and installed 29 bollards at the intersection of Eppler Road and US-31 to increase safety by better delineating motorist driving lanes with the de facto bike lane at this location; and that the Iron Belle Bridge installation and boardwalk on the college side has been completed with a ribbon cutting ceremony at 10:00 A.M., Thursday, August 5.

Approve Board and Commission Appointment – Resolution No. 19560

Mayor Murphy reviewed that City Council consider the following appointment.

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

BE IT RESOLVED that the City Council does and hereby approves the appointment of Nan Casey, 114 East Lake Street, to the TIFA Board ending April 2025.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Approve Board and Commission Appointment – Resolution No. 19561

Mayor Murphy reviewed that City Council consider the following appointment.

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

BE IT RESOLVED that the City Council does and hereby approves the appointment of Carla Crockett, 1043 Curtis Avenue, to the TIFA Board to fill a vacated term ending April 2022.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Approve Livable Petoskey Master Plan – Resolution No. 19562

The City Planner reviewed that the Planning Commission provided notification that it would be updating the Blueprint Petoskey Master Plan in January 2019; that there was also interest by City Council at the time to create a sustainability plan; that rather than create separate documents, staff recommended that the master plan incorporate sustainability and resiliency as the foundation for the plan; that the City contracted with the Land Information and Access Association (LIAA) to develop a sustainability framework; reviewed process, public engagement and dates for public hearings and special meetings; that the Livable Petoskey Master Plan covers the required master plan topics, but follows a different format than the Blueprint Petoskey Master Plan; reviewed the six chapters including the Land Use and Zoning Plan and Implementation Chapters; and that the Planning Commission adopted the Livable Petoskey Master Plan on June 17, 2021 and recommended to City Council for final approval.

City Councilmembers inquired on the blueprint and that it is not set in stone and could change; commented that housing is outlined well in the plan; thanked the City Planner for her efforts on the plan; and that there are many strategies and covers many aspects.

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

WHEREAS, the Michigan Planning Enabling Act P.A. 33 of 2008 requires a master plan to be reviewed for possible updates every five years; and

WHEREAS, The City of Petoskey Planning Commission provided notice of intent to update the 2015 Blueprint Petoskey Master Plan to required jurisdictions and utilities on January 11, 2019; and

WHEREAS, The Commission began the Master Plan update with the development of a sustainability framework that was then incorporated into the Livable Petoskey Master Plan; and

WHEREAS, agendas and minutes of all meetings, as well as drafts of the Master Plan have been posted to the City of Petoskey website throughout the planning process; and

WHEREAS, the City of Petoskey City Council authorized distribution of the updated plan at its February 1, 2021 meeting; and

WHEREAS, the Planning Commission and City Council held a joint meeting on May 11, 2021 after the required 63 day review period to finalize the document; and

WHEREAS, the Livable Petoskey Master Plan 2021 meets all the requirements of Public Act 33 of 2008, as amended; and

WHEREAS, the Planning Commission held a public hearing on the updated plan at its June 17, 2021 meeting and no further public comment was received; and

WHEREAS, at the conclusion of the public hearing, the Planning Commission adopted the Livable Petoskey Master Plan through resolution.

NOW THEREFORE BE IT RESOLVED: That the City of Petoskey City Council hereby adopts the Livable Petoskey Master Plan to specifically include the text, charts, maps and graphics addressing community resilience and sustainability that includes background information on demographic changes, and goals and strategies in the areas of community identity and engagement, public health and safety, recreation, arts and culture opportunities, resource use reduction, climate resilience and natural resource management, infrastructure optimization, transportation and mobility options, neighborhoods for all, local economy assets and opportunities including redevelopment and infill development locations, and future land uses contained in the Master Plan report as presented.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Schedule Public Hearing for Proposed Obsolete Property Rehabilitation (OPRA) District 316 and 318 East Lake Street – Resolution No. 19563

The City Manager reviewed that the City received an Obsolete Property Rehabilitation Act (OPRA) application from Tom Johnson working on behalf of Howard Property Partners LLC; that the Act allows for an abatement of local taxes for up to 12 years to assist in the redevelopment of older buildings; that the application is requesting the City to establish an OPRA District for a six-year tax abatement for 316 and 318 East Lake Street to renovate the properties; that the second and third stories of the buildings have been vacant for an estimated 90 years; that approval of the tax abatement is needed as a local match for Howard Property Partners LLC to qualify for an estimated \$925,000 Community Revitalization Program grant through MEDC; reviewed renovation plans; reviewed financial calculations of OPRA tax exemption; that both Emmet County Building Department and City Assessor identified the properties as unsafe for occupancy in its current condition and suffers in excess of 50% functional obsolescence; and that two resolutions would need to be approved creating the OPRA District and approving an OPRA Exemption Certificate Application, but a public hearing would need to be scheduled first to solicit comment for each resolution.

City Councilmember Shiels moved that, seconded by City Councilmember Wagner to schedule a public hearing for August 16, 2021 to solicit comments on the potential establishment of an Obsolete Property Rehabilitation Act District for 316 and 318 East Lake Street.

Said motion was adopted by the following vote:

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

NAYS: None (0)

Schedule Public Hearing for Proposed Approval of an Obsolete Rehabilitation Exemption Certificate Application for 316 and 318 East Lake Street – Resolution No. 19564

The City Manager reviewed that establishing an Obsolete Property Rehabilitation Act (OPRA) District and approving an Exemption Certificate Application is a three-step process; that two public hearings needed to be scheduled then consider resolution creating the OPRA District and approval of a resolution approving an OPRA Exemption Certificate Application; and that public hearing notices will be sent to Emmet County, North Central Michigan College, Greenwood Cemetery, Petoskey School District and Char-Em ISD and the applicant soliciting comment.

City Councilmember Walker moved that, seconded by City Councilmember Marshall to schedule a public hearing for August 16, 2021 to consider approval of an Obsolete Property Rehabilitation Exemption Certificate Application for 316 and 318 East Lake Street.

Said motion was adopted by the following vote:

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

NAYS: None (0)

First Reading of a Zoning Ordinance Amendment Creating a New Section XXXIII C – College District

The City Planner reviewed that after review and recommendation of the Howard Street/College Ring Road extensions in March, the Planning Commission discussed the creation of a new college zoning district for properties owned by North Central Michigan College; that the college is currently a special condition use in the R-1 Single Family District; that the Commission and College worked together on creation of the district that is designed to be similar to the H – Hospital Districts that provide longer term understanding of potential campus changes; reviewed uses included in the new district and that all currently exist on the campus, with the exception of an amphitheater and medical clinic identified as a potential development in the 10-15 year timeframe; reviewed district standards and that the main area of concern raised by Planning Commission was the proposed 60 feet of height for a future dormitory; and that the college prepared original draft of zoning ordinance in compliance with their master plan.

City Councilmembers discussed setbacks and expressed that the college should inform City Council now if the requirements are narrower than desired.

Dr. Finley, North Central Michigan College President, thanked those involved in the process.

City Council deferred action until the next meeting after a second reading of the proposed ordinance is conducted.

Hear Presentation on Electric Vehicle Charging Stations

The Public Works Director gave a brief presentation on electric vehicle (EV) charging stations and that EV purchases has heightened the demand for EV charging infrastructure throughout the nation; that rate charging systems are based on the speed of charging and consist of three levels; that the City currently has a Level 2 charging station located in the southwest corner of the Darling Parking Lot and was installed in 2017 in conjunction with the Greenway Corridor project; that staff was contacted by a resident requesting permission to place an extension cord or charging station within the street right-of-way as a permanent "private" use structure; that with much consideration staff denied the request based on various issues relative to private use of a public right-of-way, but feel expanding charging station infrastructure in public places is prudent and aligns with the City's sustainability goals; and that the 2022-2027 CIP and 2022 Budget will include monies from the Electric Fund to study, design and install potentially two or three additional charging stations in 2022.

City Council discussed installing charging stations in any potential parking decks, discussed types of stations and possible locations throughout the City.

Authorize Contracting with MCSA Group, Inc. for Capital Needs Assessment Contract – Resolution No. 19565

The Parks and Recreation Director reviewed that in 2020 the City budgeted funds for a Capital Needs Assessment, but could not be completed due to the COVID-19 pandemic, but \$25,000 has been budgeted for this year to complete the assessment; that per Goal One of the 2020 Action Plan, the capital needs assessment is considered a high priority task to determine repair and upkeep of parks, trails, shorelines and city buildings; that the information from the assessment will be used to consider potential new revenue sources to fund maintenance and upkeep of the infrastructure; the City offered bidders the option to provide two alternatives with the same scope for city buildings and Petoskey High/Middle School Recreation Complex; Petoskey Public School District is aware of the assessment and decided not to cost share alternate two; and that three bids were received and publicly opened on June 15, 2021.

City Councilmember Marshall moved that, seconded by City Councilmember Wagner to authorize contracting with MCSA Group, Inc., East Grand Rapids, for the primary scope of services and alternate one at a total cost not to exceed \$22,000.

Said motion was adopted by the following vote:

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

NAYS: None (0)

Accept American Recovery Plan Act Funds – Resolution No. 19566

The Finance Director reviewed that the American Rescue Plan Act of 2021 is providing \$350 billion to states and local governments with the local government portion being \$130 billion; that smaller cities known as Non-Entitlement Units within the State of Michigan will receive \$644,291,475 with the City of Petoskey's share being \$602,472; that payment to the City will be made in two payments; that eligible expenditures include the period of March 3, 2021 through December 31, 2024; that the first step in the process is to complete the request for funding and submit to the Michigan Department of Treasury by July 27, 2021; and that four main categories for eligible expenditures will be discussed at a future Council meeting.

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

WHEREAS, the American Rescue Plan Act of 2021 became law on March 10, 2021 to provide funding to State and local governmental units; and

WHEREAS, in accordance with provisions of the Act the City is required to accept the available funding and to agree to the terms and conditions included within the Act; and

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby accepts the Coronavirus Local Fiscal Recovery Funds and requests payment from the State of Michigan:

BE IT FURTHER RESOLVED that the City of Petoskey City Council does and hereby authorizes the City Manager to sign all necessary documents related to the application and to submit the application to the State of Michigan Department of Treasury.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Council Comments

Mayor Murphy asked for City Council comments and City Councilmember Walker reviewed activity at Ward and City Conventions. City Councilmember Wagner commented on the need for additional bike racks. City Councilmember Shiels inquired about yellow striping on a portion of Atkins Road and on school playgrounds that are closed to the public for YMCA Summer Camp. City Councilmember Marshall commended the Petoskey Garden Club's great work around the community and hoped staff could find resources to water flower baskets on the bridge rather than the Garden Club. Mayor Murphy thanked the July 4 Committee including Andy Hayes and Councilmember Wagner for their efforts on a successful July 4 including the fireworks and entertainment and that a ribbon cutting ceremony is scheduled for the new Iron Belle Bridge at 10:00 A.M., Thursday, August 5, 2021.

There being no further business to come before the City Council, this July 19, 2021, meeting of the City Council adjourned at 8:30 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/21	07/21/2021	93789	Airgas USA LLC	661-598-785.000	53.95
07/21	07/21/2021	93789	Airgas USA LLC	661-598-785.000	27.43
07/21	07/21/2021	93790	Amazon Capital Services	101-268-775.000	170.78
07/21	07/21/2021	93790	Amazon Capital Services	101-789-802.000	2,235.13
07/21	07/21/2021	93790	Amazon Capital Services	101-789-775.000	647.06
07/21	07/21/2021	93790	Amazon Capital Services	101-268-930.000	39.99
07/21	07/21/2021	93790	Amazon Capital Services	592-549-751.000	32.98
07/21	07/21/2021	93790	Amazon Capital Services	101-789-775.000	814.68
07/21	07/21/2021	93790	Amazon Capital Services	101-789-775.000	81.29
07/21	07/21/2021	93790	Amazon Capital Services	101-789-775.000	33.09
07/21	07/21/2021	93791	AT & T MOBILITY	514-587-920.000	377.82
07/21	07/21/2021	93792	Ballard's Plumbing & Heating	101-770-931.000	112.93
07/21	07/21/2021	93792	Ballard's Plumbing & Heating	582-593-930.000	311.60
07/21	07/21/2021	93793	Benchmark Engineering Inc.	101-770-802.000	1,236.50
07/21	07/21/2021	93793	Benchmark Engineering Inc.	101-789-970.000	1,055.00
07/21	07/21/2021	93794	Blarney Castle Oil Co.	101-789-772.000	8,408.79
07/21	07/21/2021	93794	Blarney Castle Oil Co.	101-789-772.000	6,057.10
07/21	07/21/2021	93794	Blarney Castle Oil Co.	101-789-772.000	5,470.81
07/21	07/21/2021	93794	Blarney Castle Oil Co.	101-789-772.000	4,164.92
07/21	07/21/2021	93794	Blarney Castle Oil Co.	101-789-772.000	9,233.76
07/21	07/21/2021	93795	Blue Care Network	101-172-724.000	375.28
07/21	07/21/2021	93795	Blue Care Network	101-201-724.000	2,777.08
07/21	07/21/2021	93795	Blue Care Network	101-208-724.000	450.34
07/21	07/21/2021	93795	Blue Care Network	101-215-724.000	375.28
07/21	07/21/2021	93795	Blue Care Network	101-265-724.000	517.89
07/21	07/21/2021	93795	Blue Care Network	101-268-724.000	1,114.59
07/21	07/21/2021	93795	Blue Care Network	592-560-724.000	1,125.84
07/21	07/21/2021	93795	Blue Care Network	101-773-724.000	382.79
07/21	07/21/2021	93795	Blue Care Network	101-789-724.000	780.59
07/21	07/21/2021	93795	Blue Care Network	271-790-724.000	4,428.32
07/21	07/21/2021	93795	Blue Care Network	514-587-724.000	375.28
07/21	07/21/2021	93795	Blue Care Network	582-588-724.000	3,527.64
07/21	07/21/2021	93795	Blue Care Network	592-549-724.000	1,576.18
07/21	07/21/2021	93795	Blue Care Network	101-345-724.000	11,258.39
07/21	07/21/2021	93795	Blue Care Network	101-400-724.000	555.42
07/21	07/21/2021	93795	Blue Care Network	101-441-724.000	1,486.11
07/21	07/21/2021	93795	Blue Care Network	101-754-724.000	506.63
07/21	07/21/2021	93795	Blue Care Network	101-756-724.000	1,298.47
07/21	07/21/2021	93795	Blue Care Network	101-770-724.000	2,439.32
07/21	07/21/2021	93796	BLUE CROSS\BLUE SHIELD - MICH.	101-172-724.000	948.17
07/21	07/21/2021	93796	BLUE CROSS\BLUE SHIELD - MICH.	101-208-724.000	197.53
07/21	07/21/2021	93796	BLUE CROSS\BLUE SHIELD - MICH.	101-345-724.000	6,637.22
07/21	07/21/2021	93796	BLUE CROSS\BLUE SHIELD - MICH.	101-441-724.000	1,185.22
07/21	07/21/2021	93796	BLUE CROSS\BLUE SHIELD - MICH.	204-481-724.000	2,923.53
07/21	07/21/2021	93796	BLUE CROSS\BLUE SHIELD - MICH.	271-790-724.000	395.07
07/21	07/21/2021	93796	BLUE CROSS\BLUE SHIELD - MICH.	514-587-724.000	1,883.17
07/21	07/21/2021	93796	BLUE CROSS\BLUE SHIELD - MICH.	582-588-724.000	1,900.12
07/21	07/21/2021	93796	BLUE CROSS\BLUE SHIELD - MICH.	592-549-724.000	4,345.80
07/21	07/21/2021	93796	BLUE CROSS\BLUE SHIELD - MICH.	592-560-724.000	197.54
07/21	07/21/2021	93797	BOYNE CITY TIRE & BRAKE	661-598-932.000	676.00
07/21	07/21/2021	93798	Char-Em United Way	701-000-230.800	51.50
07/21	07/21/2021	93799	Cintas Corp #729	101-268-802.000	15.54
07/21	07/21/2021	93799	Cintas Corp #729	592-544-802.000	45.45
07/21	07/21/2021	93799	Cintas Corp #729	582-593-930.000	33.72
07/21	07/21/2021	93799	Cintas Corp #729	204-481-767.000	67.15
07/21	07/21/2021	93799	Cintas Corp #729	582-588-767.000	58.12

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/21	07/21/2021	93799	Cintas Corp #729	592-560-767.000	34.45
07/21	07/21/2021	93799	Cintas Corp #729	592-549-767.000	34.45
07/21	07/21/2021	93799	Cintas Corp #729	582-593-930.000	9.07
07/21	07/21/2021	93799	Cintas Corp #729	204-481-767.000	67.15
07/21	07/21/2021	93799	Cintas Corp #729	582-588-767.000	58.12
07/21	07/21/2021	93799	Cintas Corp #729	592-560-767.000	34.45
07/21	07/21/2021	93799	Cintas Corp #729	592-549-767.000	34.45
07/21	07/21/2021	93800	Consumers Energy	592-558-920.000	95.89
07/21	07/21/2021	93800	Consumers Energy	592-558-920.000	94.86
07/21	07/21/2021	93800	Consumers Energy	592-558-920.000	446.17
07/21	07/21/2021	93800	Consumers Energy	202-475-920.000	100.96
07/21	07/21/2021	93800	Consumers Energy	592-558-920.000	46.19
07/21	07/21/2021	93800	Consumers Energy	592-558-920.000	71.27
07/21	07/21/2021	93800	Consumers Energy	592-558-920.000	189.25
07/21	07/21/2021	93800	Consumers Energy	592-558-920.000	108.52
07/21	07/21/2021	93800	Consumers Energy	592-558-920.000	374.66
07/21	07/21/2021	93800	Consumers Energy	592-558-920.000	55.26
07/21	07/21/2021	93801	David L Hoffman Landscaping & Nursery	271-790-930.000	3,485.00
07/21	07/21/2021	93802	Delta Dental	101-172-724.000	49.97
07/21	07/21/2021	93802	Delta Dental	101-201-724.000	134.87
07/21	07/21/2021	93802	Delta Dental	101-208-724.000	25.88
07/21	07/21/2021	93802	Delta Dental	101-215-724.000	17.66
07/21	07/21/2021	93802	Delta Dental	101-265-724.000	23.81
07/21	07/21/2021	93802	Delta Dental	101-268-724.000	47.86
07/21	07/21/2021	93802	Delta Dental	592-549-724.000	318.17
07/21	07/21/2021	93802	Delta Dental	592-560-724.000	65.29
07/21	07/21/2021	93802	Delta Dental	701-000-230.110	1,348.52
07/21	07/21/2021	93802	Delta Dental	101-773-724.000	16.00
07/21	07/21/2021	93802	Delta Dental	101-789-724.000	32.03
07/21	07/21/2021	93802	Delta Dental	204-481-724.000	131.51
07/21	07/21/2021	93802	Delta Dental	271-790-724.000	218.97
07/21	07/21/2021	93802	Delta Dental	514-587-724.000	72.42
07/21	07/21/2021	93802	Delta Dental	582-588-724.000	292.16
07/21	07/21/2021	93802	Delta Dental	101-345-724.000	851.86
07/21	07/21/2021	93802	Delta Dental	101-400-724.000	26.57
07/21	07/21/2021	93802	Delta Dental	101-441-724.000	125.41
07/21	07/21/2021	93802	Delta Dental	101-754-724.000	24.88
07/21	07/21/2021	93802	Delta Dental	101-756-724.000	63.80
07/21	07/21/2021	93802	Delta Dental	101-770-724.000	122.90
07/21	07/21/2021	93803	Derrer Oil Co.	661-598-759.000	1,986.59
07/21	07/21/2021	93804	Dinon Law PLLC	101-266-802.000	122.50
07/21	07/21/2021	93805	Discount School Supply	271-790-958.000	66.10
07/21	07/21/2021	93806	Drost Landscape	101-770-802.100	732.36
07/21	07/21/2021	93807	Dunkel Excavating Services Inc.	101-770-775.000	3,344.00
07/21	07/21/2021	93807	Dunkel Excavating Services Inc.	101-770-802.000	2,212.50
07/21	07/21/2021	93808	Dunn's Business Solutions	101-172-751.000	9.84
07/21	07/21/2021	93808	Dunn's Business Solutions	101-201-751.000	9.84
07/21	07/21/2021	93808	Dunn's Business Solutions	101-208-751.000	6.89
07/21	07/21/2021	93808	Dunn's Business Solutions	101-257-751.000	4.92
07/21	07/21/2021	93808	Dunn's Business Solutions	101-215-751.000	5.90
07/21	07/21/2021	93808	Dunn's Business Solutions	101-345-751.000	25.58
07/21	07/21/2021	93808	Dunn's Business Solutions	101-400-751.000	4.92
07/21	07/21/2021	93808	Dunn's Business Solutions	101-441-751.000	14.76
07/21	07/21/2021	93808	Dunn's Business Solutions	101-770-751.000	2.95
07/21	07/21/2021	93808	Dunn's Business Solutions	101-773-775.000	.98
07/21	07/21/2021	93808	Dunn's Business Solutions	101-756-751.000	9.84

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07/21	07/21/2021	93808	Dunn's Business Solutions	101-789-751.000	1.95
07/21	07/21/2021	93809	EJ USA Inc.	592-010-111.000	1,098.54
07/21	07/21/2021	93810	Elite Fund Inc.	271-790-802.000	225.00
07/21	07/21/2021	93811	Emmet County Clerk	101-215-802.000	3,077.68
07/21	07/21/2021	93812	Emmet County Treasurer	703-040-222.221	249,503.55
07/21	07/21/2021	93812	Emmet County Treasurer	703-040-222.221	15,948.32
07/21	07/21/2021	93812	Emmet County Treasurer	703-040-228.221	317,971.31
07/21	07/21/2021	93813	Englebrecht, Robert	101-257-802.100	3,750.00
07/21	07/21/2021	93814	Environmental Resource Assoc.	592-553-801.000	737.86
07/21	07/21/2021	93815	Fastenal Company	204-481-767.000	27.12
07/21	07/21/2021	93816	FIRST CLASS WINDOW CLEANING	101-268-802.000	1,275.00
07/21	07/21/2021	93816	FIRST CLASS WINDOW CLEANING	101-268-802.000	655.00
07/21	07/21/2021	93817	GFL Environmental	582-593-930.000	175.95
07/21	07/21/2021	93817	GFL Environmental	592-551-806.000	336.38
07/21	07/21/2021	93817	GFL Environmental	101-770-802.000	127.05
07/21	07/21/2021	93817	GFL Environmental	101-756-802.000	51.97
07/21	07/21/2021	93817	GFL Environmental	101-789-802.000	57.75
07/21	07/21/2021	93817	GFL Environmental	101-754-802.000	132.83
07/21	07/21/2021	93817	GFL Environmental	101-268-802.000	80.85
07/21	07/21/2021	93817	GFL Environmental	101-265-802.000	127.05
07/21	07/21/2021	93817	GFL Environmental	101-773-931.000	385.00
07/21	07/21/2021	93817	GFL Environmental	101-265-802.000	385.00
07/21	07/21/2021	93817	GFL Environmental	101-770-802.000	385.00
07/21	07/21/2021	93817	GFL Environmental	101-754-802.000	385.00
07/21	07/21/2021	93817	GFL Environmental	582-586-802.000	264.25
07/21	07/21/2021	93817	GFL Environmental	582-593-775.000	264.25
07/21	07/21/2021	93818	Gibby's Garage	582-593-930.000	102.00
07/21	07/21/2021	93818	Gibby's Garage	661-598-932.000	782.00
07/21	07/21/2021	93818	Gibby's Garage	661-598-931.000	408.00
07/21	07/21/2021	93818	Gibby's Garage	582-593-930.000	102.00
07/21	07/21/2021	93818	Gibby's Garage	661-598-931.000	306.00
07/21	07/21/2021	93818	Gibby's Garage	661-598-932.000	1,020.00
07/21	07/21/2021	93819	Gordon Construction	101-770-970.000	230,894.00
07/21	07/21/2021	93820	Great Lakes Energy	592-538-920.000	46.09
07/21	07/21/2021	93820	Great Lakes Energy	592-558-920.000	60.60
07/21	07/21/2021	93820	Great Lakes Energy	101-345-920.100	250.92
07/21	07/21/2021	93820	Great Lakes Energy	592-538-920.000	48.00
07/21	07/21/2021	93820	Great Lakes Energy	592-558-920.000	71.37
07/21	07/21/2021	93821	Great Lakes Pipe & Supply	101-770-934.000	133.85
07/21	07/21/2021	93821	Great Lakes Pipe & Supply	101-770-775.000	56.47
07/21	07/21/2021	93822	GRP Engineering Inc.	582-588-802.000	2,389.00
07/21	07/21/2021	93822	GRP Engineering Inc.	582-588-802.000	4,022.50
07/21	07/21/2021	93822	GRP Engineering Inc.	582-588-802.000	9,387.50
07/21	07/21/2021	93823	Haley's Plumbing & Heating	271-790-930.000	211.70
07/21	07/21/2021	93823	Haley's Plumbing & Heating	592-554-802.000	836.15
07/21	07/21/2021	93824	HARBOR FENCE COMPANY	101-770-802.000	801.65
07/21	07/21/2021	93825	HARBOR HOUSE PUBLISHERS	271-790-905.000	345.00
07/21	07/21/2021	93826	Hyde Services LLC	661-598-931.000	32.20
07/21	07/21/2021	93827	Ingram Library Services	271-790-760.000	2,384.91
07/21	07/21/2021	93827	Ingram Library Services	271-790-760.100	1,336.76
07/21	07/21/2021	93827	Ingram Library Services	271-790-760.200	450.97
07/21	07/21/2021	93828	Johnstone Supply #234	101-789-775.000	16.40
07/21	07/21/2021	93829	Jones & Jones Garage Door Service Inc.	101-770-802.000	150.00
07/21	07/21/2021	93830	K & J Septic Service LLC	101-770-802.000	320.00
07/21	07/21/2021	93831	Kolinske, Chrissy	101-756-808.010	20.94
07/21	07/21/2021	93832	Kring Chevrolet Cadillac, Dave	661-598-932.000	55.15

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07/21	07/21/2021	93832	Kring Chevrolet Cadillac, Dave	661-598-932.000	45.05
07/21	07/21/2021	93832	Kring Chevrolet Cadillac, Dave	661-598-932.000	55.15
07/21	07/21/2021	93833	Land Information Access Association	101-400-802.000	21.17
07/21	07/21/2021	93834	Lowery Underground Service	582-020-360.000	11,185.08
07/21	07/21/2021	93834	Lowery Underground Service	582-598-802.000	7,977.67
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-598-931.000	18.00
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-598-932.000	132.39-
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	101-345-775.000	148.00
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	101-345-775.000	27.00-
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	101-345-775.000	31.15
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	592-545-775.000	18.73
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-598-932.000	167.39
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-598-932.000	85.29
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-598-785.000	29.50
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-598-932.000	4.95
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-010-111.000	15.96
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-010-111.000	5.32
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-598-785.000	6.02
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-010-111.000	10.64
07/21	07/21/2021	93835	Lynn Auto Parts Inc.	661-598-759.000	137.98
07/21	07/21/2021	93836	Mead & Hunt	592-556-802.000	1,490.00
07/21	07/21/2021	93837	Michigan AgriBusiness Solutions	592-551-806.000	816.07
07/21	07/21/2021	93838	Michigan Department of Treasury	101-090-644.060	6,727.28
07/21	07/21/2021	93839	Michigan Pure Ice	101-789-775.000	70.15
07/21	07/21/2021	93840	Michigan Water Environment Assoc.	592-560-915.000	350.00
07/21	07/21/2021	93840	Michigan Water Environment Assoc.	592-560-915.000	700.00
07/21	07/21/2021	93841	Michigan Wildflower Farm	101-770-970.000	115.75
07/21	07/21/2021	93842	Northern A-1 Environmental Services	592-558-802.000	2,723.78
07/21	07/21/2021	93842	Northern A-1 Environmental Services	592-556-802.000	780.85
07/21	07/21/2021	93843	P.C. Lawn Care	582-593-930.000	900.00
07/21	07/21/2021	93844	Payne & Dolan Inc.	203-451-802.000	150,749.67
07/21	07/21/2021	93844	Payne & Dolan Inc.	592-544-802.000	5,154.94
07/21	07/21/2021	93844	Payne & Dolan Inc.	592-025-343.000	14,810.58
07/21	07/21/2021	93845	Peninsula Fiber Network LLC	271-790-850.000	133.80
07/21	07/21/2021	93846	Performance Painting	592-547-802.000	3,270.00
07/21	07/21/2021	93847	Personal Graphics Inc.	101-756-808.110	703.40
07/21	07/21/2021	93848	Petoskey Public Schools	703-040-236.221	552,302.36
07/21	07/21/2021	93848	Petoskey Public Schools	703-040-237.221	77,184.15
07/21	07/21/2021	93848	Petoskey Public Schools	703-040-237.221	51,434.21
07/21	07/21/2021	93849	Petoskey Towing Inc.	661-598-932.000	92.00
07/21	07/21/2021	93850	Pioneer Manufacturing Co.	101-756-778.000	811.80
07/21	07/21/2021	93851	Plunkett Cooney	101-266-802.000	109.15
07/21	07/21/2021	93851	Plunkett Cooney	204-481-802.000	109.15
07/21	07/21/2021	93851	Plunkett Cooney	582-588-802.000	109.15
07/21	07/21/2021	93851	Plunkett Cooney	592-549-802.000	109.15
07/21	07/21/2021	93851	Plunkett Cooney	592-560-802.000	109.15
07/21	07/21/2021	93851	Plunkett Cooney	101-266-802.000	1,186.75
07/21	07/21/2021	93852	Power Line Supply	204-481-767.000	76.00
07/21	07/21/2021	93852	Power Line Supply	582-588-767.000	76.00
07/21	07/21/2021	93852	Power Line Supply	592-549-767.000	76.00
07/21	07/21/2021	93853	Pro Image Design	661-020-142.000	70.00
07/21	07/21/2021	93854	Range Telecommunications	204-481-850.000	52.62
07/21	07/21/2021	93854	Range Telecommunications	101-756-850.000	52.62
07/21	07/21/2021	93854	Range Telecommunications	582-593-850.000	52.62
07/21	07/21/2021	93854	Range Telecommunications	592-560-850.000	52.62
07/21	07/21/2021	93854	Range Telecommunications	592-549-850.000	52.62

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07/21	07/21/2021	93855	RECORD-EAGLE, THE	271-790-760.400	352.83
07/21	07/21/2021	93856	Rotary Club of Petoskey-Sunrise	271-790-880.000	300.00
07/21	07/21/2021	93857	Royal Tire	661-598-932.000	427.64
07/21	07/21/2021	93857	Royal Tire	661-598-932.000	1,182.84
07/21	07/21/2021	93858	Scholastic Inc.	271-790-958.000	94.60
07/21	07/21/2021	93859	Spartan Distributors Inc.	661-598-931.000	171.57
07/21	07/21/2021	93860	Spectrum Business	101-172-850.000	87.92
07/21	07/21/2021	93860	Spectrum Business	101-201-850.000	70.34
07/21	07/21/2021	93860	Spectrum Business	101-208-850.000	43.96
07/21	07/21/2021	93860	Spectrum Business	101-257-850.000	43.96
07/21	07/21/2021	93860	Spectrum Business	101-215-850.000	35.17
07/21	07/21/2021	93860	Spectrum Business	101-345-850.000	96.71
07/21	07/21/2021	93860	Spectrum Business	101-770-850.000	114.98
07/21	07/21/2021	93860	Spectrum Business	592-560-850.000	.10-
07/21	07/21/2021	93860	Spectrum Business	101-345-850.000	70.48
07/21	07/21/2021	93860	Spectrum Business	514-587-802.100	133.28
07/21	07/21/2021	93860	Spectrum Business	582-593-850.000	38.18
07/21	07/21/2021	93860	Spectrum Business	582-588-850.000	94.99
07/21	07/21/2021	93860	Spectrum Business	101-345-850.100	181.54
07/21	07/21/2021	93860	Spectrum Business	582-593-850.000	35.17
07/21	07/21/2021	93860	Spectrum Business	592-549-850.000	52.75
07/21	07/21/2021	93860	Spectrum Business	592-560-850.000	52.75
07/21	07/21/2021	93860	Spectrum Business	101-770-850.000	17.58
07/21	07/21/2021	93860	Spectrum Business	101-773-850.000	17.58
07/21	07/21/2021	93860	Spectrum Business	101-789-850.000	17.57
07/21	07/21/2021	93860	Spectrum Business	101-400-850.000	43.96
07/21	07/21/2021	93860	Spectrum Business	101-441-850.000	79.13
07/21	07/21/2021	93860	Spectrum Business	101-756-850.000	43.96
07/21	07/21/2021	93860	Spectrum Business	204-481-850.000	26.38
07/21	07/21/2021	93860	Spectrum Business	204-481-850.000	26.38
07/21	07/21/2021	93860	Spectrum Business	582-588-850.000	87.92
07/21	07/21/2021	93861	Taylor Rental Center	101-770-775.000	430.64
07/21	07/21/2021	93862	Team Elmers	101-770-802.000	297.25
07/21	07/21/2021	93863	Trace Analytical Laboratories LLC	592-553-801.000	1,687.00
07/21	07/21/2021	93863	Trace Analytical Laboratories LLC	592-553-801.000	32.00
07/21	07/21/2021	93864	Traffic & Safety Control Systems Inc.	101-773-802.000	95.00
07/21	07/21/2021	93864	Traffic & Safety Control Systems Inc.	101-789-802.000	95.00
07/21	07/21/2021	93865	Truck & Trailer Specialties	661-020-142.000	15,772.00
07/21	07/21/2021	93866	True Pest Control	592-554-802.000	1,100.00
07/21	07/21/2021	93866	True Pest Control	592-537-802.000	150.00
07/21	07/21/2021	93867	U.S. Postal Service	271-790-905.000	335.90
07/21	07/21/2021	93868	Value Line Publishing LLC	271-790-762.100	2,845.00
07/21	07/21/2021	93869	W.W. Fairbairn & Sons	101-773-775.000	18.49
07/21	07/21/2021	93869	W.W. Fairbairn & Sons	101-773-775.000	38.09
07/21	07/21/2021	93869	W.W. Fairbairn & Sons	101-773-775.000	64.74
07/21	07/21/2021	93870	Walters Sharpening Service Inc.	661-598-931.000	54.00
07/21	07/21/2021	93870	Walters Sharpening Service Inc.	661-598-931.000	244.24
07/21	07/21/2021	93870	Walters Sharpening Service Inc.	661-598-931.000	16.44
07/21	07/28/2021	93886	Access Locksmithing Inc.	101-770-802.000	28.93
07/21	07/28/2021	93886	Access Locksmithing Inc.	101-770-802.000	395.00
07/21	07/28/2021	93886	Access Locksmithing Inc.	592-537-775.000	40.00
07/21	07/28/2021	93887	Aflac	701-000-230.180	797.26
07/21	07/28/2021	93888	Alro Steel Corporation	661-020-142.000	132.80
07/21	07/28/2021	93889	Amazon Credit Plan	271-790-958.000	147.05
07/21	07/28/2021	93889	Amazon Credit Plan	271-790-958.200	239.54
07/21	07/28/2021	93889	Amazon Credit Plan	271-790-985.000	70.27

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07/21	07/28/2021	93890	Arnold, Hunter	101-345-850.000	20.83
07/21	07/28/2021	93891	AT&T	592-538-850.000	88.96
07/21	07/28/2021	93891	AT&T	271-790-850.000	419.85
07/21	07/28/2021	93892	Beckett & Raeder Inc.	101-770-970.000	1,485.00
07/21	07/28/2021	93892	Beckett & Raeder Inc.	247-751-802.000	1,160.00
07/21	07/28/2021	93892	Beckett & Raeder Inc.	101-789-970.000	870.00
07/21	07/28/2021	93892	Beckett & Raeder Inc.	101-770-802.000	476.25
07/21	07/28/2021	93892	Beckett & Raeder Inc.	247-751-802.000	840.00
07/21	07/28/2021	93892	Beckett & Raeder Inc.	247-751-802.000	360.00
07/21	07/28/2021	93892	Beckett & Raeder Inc.	247-751-802.000	1,060.00
07/21	07/28/2021	93893	Blackman, Tina	101-756-808.140	4,600.80
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	5,651.94
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	2,297.11
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	12,472.40
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	5,619.94
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	6,966.27
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	7,370.51
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	4,437.84
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	15,424.56
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	6,337.52
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	5,964.76
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	2,718.95
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	4,671.57
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	6,281.85
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	6,258.13
07/21	07/28/2021	93894	Blarney Castle Oil Co.	101-789-772.000	8,334.22
07/21	07/28/2021	93895	Bowen, William	101-345-850.000	20.83
07/21	07/28/2021	93896	Carlson, Benjamin	101-345-850.000	20.83
07/21	07/28/2021	93897	Center Point Large Print	271-790-760.000	54.54
07/21	07/28/2021	93898	Charlevoix-Emmet ISD	703-040-250.000	2,385.21
07/21	07/28/2021	93899	Conti, Joseph	101-770-767.000	185.00
07/21	07/28/2021	93900	Decka Digital LLC	101-789-775.000	142.09
07/21	07/28/2021	93900	Decka Digital LLC	592-549-751.000	118.31
07/21	07/28/2021	93900	Decka Digital LLC	101-789-775.000	168.18
07/21	07/28/2021	93901	Derrer Oil Co.	661-598-759.000	2,482.66
07/21	07/28/2021	93902	DONOVAN, LAWRENCE	101-345-850.000	20.83
07/21	07/28/2021	93903	DTE Energy	592-538-920.000	38.51
07/21	07/28/2021	93903	DTE Energy	101-265-924.000	39.90
07/21	07/28/2021	93903	DTE Energy	582-593-924.000	36.40
07/21	07/28/2021	93903	DTE Energy	101-773-924.000	107.22
07/21	07/28/2021	93903	DTE Energy	101-265-924.000	52.53
07/21	07/28/2021	93903	DTE Energy	592-538-920.000	34.99
07/21	07/28/2021	93903	DTE Energy	592-538-920.000	42.00
07/21	07/28/2021	93903	DTE Energy	101-345-920.100	56.02
07/21	07/28/2021	93903	DTE Energy	592-551-920.000	309.16
07/21	07/28/2021	93903	DTE Energy	592-551-920.000	891.17
07/21	07/28/2021	93903	DTE Energy	271-790-924.000	34.99
07/21	07/28/2021	93903	DTE Energy	582-593-920.000	51.98
07/21	07/28/2021	93903	DTE Energy	592-555-920.000	39.93
07/21	07/28/2021	93903	DTE Energy	592-558-920.000	35.70
07/21	07/28/2021	93903	DTE Energy	271-790-924.000	38.40
07/21	07/28/2021	93903	DTE Energy	101-268-924.000	61.63
07/21	07/28/2021	93903	DTE Energy	101-770-924.000	34.99
07/21	07/28/2021	93903	DTE Energy	514-587-802.100	37.80
07/21	07/28/2021	93903	DTE Energy	592-538-920.000	34.99
07/21	07/28/2021	93903	DTE Energy	101-345-920.000	70.05

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/21	07/28/2021	93904	DUCH, JOHN	101-345-850.000	20.83
07/21	07/28/2021	93905	Dunn's Business Solutions	101-172-751.000	6.04
07/21	07/28/2021	93905	Dunn's Business Solutions	101-201-751.000	6.04
07/21	07/28/2021	93905	Dunn's Business Solutions	101-208-751.000	4.23
07/21	07/28/2021	93905	Dunn's Business Solutions	101-257-751.000	3.02
07/21	07/28/2021	93905	Dunn's Business Solutions	101-215-751.000	3.63
07/21	07/28/2021	93905	Dunn's Business Solutions	101-345-751.000	15.71
07/21	07/28/2021	93905	Dunn's Business Solutions	101-400-751.000	3.02
07/21	07/28/2021	93905	Dunn's Business Solutions	101-441-751.000	9.06
07/21	07/28/2021	93905	Dunn's Business Solutions	101-770-751.000	1.81
07/21	07/28/2021	93905	Dunn's Business Solutions	101-773-775.000	.60
07/21	07/28/2021	93905	Dunn's Business Solutions	101-756-751.000	6.04
07/21	07/28/2021	93905	Dunn's Business Solutions	101-789-751.000	1.23
07/21	07/28/2021	93906	Emmet County Treasurer	703-040-250.000	2,830.29
07/21	07/28/2021	93906	Emmet County Treasurer	703-040-250.000	287.06
07/21	07/28/2021	93906	Emmet County Treasurer	703-040-250.000	404.53
07/21	07/28/2021	93906	Emmet County Treasurer	703-040-250.000	177.93
07/21	07/28/2021	93907	Evergreen Lawn Care	101-770-802.000	312.00
07/21	07/28/2021	93937	GFL Environmental	101-770-802.000	123.20
07/21	07/28/2021	93937	GFL Environmental	101-756-802.000	50.40
07/21	07/28/2021	93937	GFL Environmental	101-789-802.000	56.00
07/21	07/28/2021	93937	GFL Environmental	101-754-802.000	128.80
07/21	07/28/2021	93937	GFL Environmental	101-268-802.000	78.40
07/21	07/28/2021	93937	GFL Environmental	101-265-802.000	123.20
07/21	07/28/2021	93938	Gibson Excavating LLC	101-770-802.000	2,870.00
07/21	07/28/2021	93939	GOSCIAK, SCOTT	101-345-850.000	20.83
07/21	07/28/2021	93940	Great Lakes Pipe & Supply	101-773-775.000	26.99
07/21	07/28/2021	93940	Great Lakes Pipe & Supply	101-773-931.000	386.69
07/21	07/28/2021	93940	Great Lakes Pipe & Supply	101-773-931.000	16.87
07/21	07/28/2021	93941	Green, Dennis	101-756-808.140	1,306.60
07/21	07/28/2021	93942	Greenwood Cemetary	703-040-250.000	361.81
07/21	07/28/2021	93943	HAALCK, FRED	101-345-850.000	20.83
07/21	07/28/2021	93944	Haley's Plumbing & Heating	101-268-802.000	120.00
07/21	07/28/2021	93944	Haley's Plumbing & Heating	101-770-802.000	768.00
07/21	07/28/2021	93944	Haley's Plumbing & Heating	202-467-802.000	323.87
07/21	07/28/2021	93944	Haley's Plumbing & Heating	271-790-930.000	240.00
07/21	07/28/2021	93945	Harbor-Petoskey Area	101-728-902.000	15,319.41
07/21	07/28/2021	93946	K & J Septic Service LLC	101-770-802.000	540.00
07/21	07/28/2021	93947	Kimball, Brock	101-345-850.000	20.83
07/21	07/28/2021	93948	Lamont, Scott	101-345-850.000	20.83
07/21	07/28/2021	93949	Lee Roofing Inc.	271-790-930.000	588.00
07/21	07/28/2021	93950	LexisNexis Risk Data Management Inc.	514-587-802.000	150.00
07/21	07/28/2021	93951	Meengs, William	101-257-802.200	50.00
07/21	07/28/2021	93952	Meyer Ace Hardware	271-790-751.000	.89
07/21	07/28/2021	93952	Meyer Ace Hardware	101-770-775.000	33.05
07/21	07/28/2021	93952	Meyer Ace Hardware	582-593-930.000	15.29
07/21	07/28/2021	93952	Meyer Ace Hardware	582-593-930.000	17.99
07/21	07/28/2021	93952	Meyer Ace Hardware	101-770-775.000	38.61
07/21	07/28/2021	93952	Meyer Ace Hardware	582-593-930.000	7.19
07/21	07/28/2021	93952	Meyer Ace Hardware	101-268-775.000	6.29
07/21	07/28/2021	93952	Meyer Ace Hardware	101-770-775.000	4.49
07/21	07/28/2021	93952	Meyer Ace Hardware	101-268-775.000	22.49
07/21	07/28/2021	93952	Meyer Ace Hardware	101-789-775.000	62.58
07/21	07/28/2021	93952	Meyer Ace Hardware	101-770-775.000	7.18
07/21	07/28/2021	93952	Meyer Ace Hardware	582-593-930.000	34.43
07/21	07/28/2021	93952	Meyer Ace Hardware	582-586-775.000	8.09

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/21	07/28/2021	93952	Meyer Ace Hardware	582-586-775.000	19.99
07/21	07/28/2021	93952	Meyer Ace Hardware	101-770-775.000	16.35
07/21	07/28/2021	93952	Meyer Ace Hardware	582-586-775.000	24.78
07/21	07/28/2021	93952	Meyer Ace Hardware	101-770-775.000	27.13
07/21	07/28/2021	93952	Meyer Ace Hardware	101-268-930.000	27.47
07/21	07/28/2021	93952	Meyer Ace Hardware	271-790-752.000	35.07
07/21	07/28/2021	93952	Meyer Ace Hardware	101-268-775.000	31.70
07/21	07/28/2021	93952	Meyer Ace Hardware	592-549-785.000	43.71
07/21	07/28/2021	93952	Meyer Ace Hardware	101-770-775.000	70.70
07/21	07/28/2021	93952	Meyer Ace Hardware	271-790-752.000	163.76
07/21	07/28/2021	93952	Meyer Ace Hardware	101-756-808.010	13.47
07/21	07/28/2021	93952	Meyer Ace Hardware	592-549-785.000	62.99
07/21	07/28/2021	93952	Meyer Ace Hardware	582-586-775.000	16.18
07/21	07/28/2021	93952	Meyer Ace Hardware	101-754-775.000	16.18
07/21	07/28/2021	93952	Meyer Ace Hardware	101-268-930.000	83.81
07/21	07/28/2021	93952	Meyer Ace Hardware	101-268-930.000	72.66-
07/21	07/28/2021	93952	Meyer Ace Hardware	271-790-752.000	6.45
07/21	07/28/2021	93952	Meyer Ace Hardware	101-770-775.000	7.19
07/21	07/28/2021	93952	Meyer Ace Hardware	101-268-775.000	7.18
07/21	07/28/2021	93952	Meyer Ace Hardware	101-268-930.000	5.92
07/21	07/28/2021	93952	Meyer Ace Hardware	101-770-775.000	2.69
07/21	07/28/2021	93952	Meyer Ace Hardware	592-537-775.000	14.39
07/21	07/28/2021	93952	Meyer Ace Hardware	202-464-775.000	52.65
07/21	07/28/2021	93952	Meyer Ace Hardware	203-464-775.000	52.65
07/21	07/28/2021	93952	Meyer Ace Hardware	202-469-775.000	52.65
07/21	07/28/2021	93952	Meyer Ace Hardware	203-469-775.000	52.62
07/21	07/28/2021	93952	Meyer Ace Hardware	101-773-775.000	16.15
07/21	07/28/2021	93952	Meyer Ace Hardware	101-770-775.000	17.99
07/21	07/28/2021	93952	Meyer Ace Hardware	661-598-931.000	98.99
07/21	07/28/2021	93953	Michigan Fire Inspectors Society	101-345-912.000	790.00
07/21	07/28/2021	93954	Michigan Pure Ice	101-789-775.000	92.00
07/21	07/28/2021	93954	Michigan Pure Ice	101-789-775.000	172.50
07/21	07/28/2021	93955	Midwest Tape	271-790-760.000	14.99
07/21	07/28/2021	93956	Mikulski, Matthew	101-345-850.000	20.83
07/21	07/28/2021	93957	Nachtrab, Joseph	101-257-802.200	50.00
07/21	07/28/2021	93958	North Central Mich. College	703-040-250.000	631.07
07/21	07/28/2021	93958	North Central Mich. College	703-040-250.000	566.87
07/21	07/28/2021	93959	Performance Painting	592-547-802.000	4,080.00
07/21	07/28/2021	93960	Petoskey Public Schools	703-040-250.000	606.91
07/21	07/28/2021	93960	Petoskey Public Schools	703-040-250.000	858.37
07/21	07/28/2021	93961	Quality First Aid & Safety Inc.	592-549-751.000	54.97
07/21	07/28/2021	93961	Quality First Aid & Safety Inc.	582-593-930.000	54.95
07/21	07/28/2021	93962	Residential Garage Door Co.	101-345-802.100	332.00
07/21	07/28/2021	93963	Select Electric	101-789-802.000	2,600.00
07/21	07/28/2021	93964	Shred-It USA	101-172-751.000	53.93
07/21	07/28/2021	93964	Shred-It USA	101-201-751.000	53.93
07/21	07/28/2021	93964	Shred-It USA	101-208-751.000	37.75
07/21	07/28/2021	93964	Shred-It USA	101-257-751.000	26.96
07/21	07/28/2021	93964	Shred-It USA	101-215-751.000	32.36
07/21	07/28/2021	93964	Shred-It USA	101-789-751.000	10.79
07/21	07/28/2021	93964	Shred-It USA	101-262-751.000	10.77
07/21	07/28/2021	93964	Shred-It USA	101-345-751.000	140.21
07/21	07/28/2021	93964	Shred-It USA	101-400-751.000	26.96
07/21	07/28/2021	93964	Shred-It USA	101-441-751.000	80.89
07/21	07/28/2021	93964	Shred-It USA	101-770-751.000	5.39
07/21	07/28/2021	93964	Shred-It USA	101-773-775.000	5.39

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/21	07/28/2021	93964	Shred-It USA	101-756-751.000	53.93
07/21	07/28/2021	93965	Standard Electric Company	582-586-775.000	102.46
07/21	07/28/2021	93965	Standard Electric Company	582-010-111.000	7,094.25
07/21	07/28/2021	93965	Standard Electric Company	582-082-682.000	70.94-
07/21	07/28/2021	93965	Standard Electric Company	582-586-775.000	1.03-
07/21	07/28/2021	93965	Standard Electric Company	582-010-111.000	4,192.22
07/21	07/28/2021	93965	Standard Electric Company	582-082-682.000	41.92-
07/21	07/28/2021	93965	Standard Electric Company	101-268-775.000	30.97
07/21	07/28/2021	93965	Standard Electric Company	101-268-930.000	178.83
07/21	07/28/2021	93966	Staples Advantage	101-172-751.000	13.52
07/21	07/28/2021	93966	Staples Advantage	101-201-751.000	13.52
07/21	07/28/2021	93966	Staples Advantage	101-208-751.000	9.46
07/21	07/28/2021	93966	Staples Advantage	101-257-751.000	6.76
07/21	07/28/2021	93966	Staples Advantage	101-215-751.000	8.11
07/21	07/28/2021	93966	Staples Advantage	101-345-751.000	35.14
07/21	07/28/2021	93966	Staples Advantage	101-208-751.000	59.37
07/21	07/28/2021	93966	Staples Advantage	101-201-751.000	13.40
07/21	07/28/2021	93966	Staples Advantage	101-756-751.000	5.41
07/21	07/28/2021	93966	Staples Advantage	101-770-751.000	5.40
07/21	07/28/2021	93966	Staples Advantage	101-400-751.000	6.76
07/21	07/28/2021	93966	Staples Advantage	101-441-751.000	20.27
07/21	07/28/2021	93966	Staples Advantage	101-770-751.000	4.05
07/21	07/28/2021	93966	Staples Advantage	101-773-775.000	1.35
07/21	07/28/2021	93966	Staples Advantage	101-756-751.000	13.52
07/21	07/28/2021	93966	Staples Advantage	101-789-751.000	2.69
07/21	07/28/2021	93967	State of Michigan	703-040-250.000	91,561.83
07/21	07/28/2021	93968	Sugg, Keenan	101-345-850.000	20.83
07/21	07/28/2021	93969	Taylor Rental Center	101-770-775.000	82.28
07/21	07/28/2021	93969	Taylor Rental Center	101-770-802.000	279.53
07/21	07/28/2021	93970	Trophy Case, The	271-790-751.000	178.00
07/21	07/28/2021	93971	TwoGlassGents	271-790-930.000	1,200.00
07/21	07/28/2021	93972	Valley City Linen	271-790-752.000	25.00
07/21	07/28/2021	93972	Valley City Linen	271-790-752.000	25.00
07/21	07/28/2021	93972	Valley City Linen	271-790-752.000	25.00
07/21	07/28/2021	93973	VSP	101-172-724.000	26.88
07/21	07/28/2021	93973	VSP	101-201-724.000	66.64
07/21	07/28/2021	93973	VSP	101-208-724.000	13.44
07/21	07/28/2021	93973	VSP	101-215-724.000	10.64
07/21	07/28/2021	93973	VSP	101-265-724.000	11.98
07/21	07/28/2021	93973	VSP	101-268-724.000	23.32
07/21	07/28/2021	93973	VSP	592-549-724.000	145.88
07/21	07/28/2021	93973	VSP	592-560-724.000	34.44
07/21	07/28/2021	93973	VSP	701-000-230.110	39.76
07/21	07/28/2021	93973	VSP	101-773-724.000	8.06
07/21	07/28/2021	93973	VSP	101-789-724.000	15.62
07/21	07/28/2021	93973	VSP	204-481-724.000	66.64
07/21	07/28/2021	93973	VSP	271-790-724.000	114.80
07/21	07/28/2021	93973	VSP	514-587-724.000	53.20
07/21	07/28/2021	93973	VSP	582-588-724.000	149.52
07/21	07/28/2021	93973	VSP	101-345-724.000	442.97
07/21	07/28/2021	93973	VSP	101-400-724.000	13.89
07/21	07/28/2021	93973	VSP	101-441-724.000	64.74
07/21	07/28/2021	93973	VSP	101-754-724.000	13.24
07/21	07/28/2021	93973	VSP	101-756-724.000	31.42
07/21	07/28/2021	93973	VSP	101-770-724.000	65.24

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/21	07/28/2021	93974	Whitley, Adam	101-345-850.000	20.83
07/21	07/21/2021	999196	ACH-CHILD SUPPORT	701-000-230.160	283.14
07/21	07/21/2021	999197	ACH-EFTPS	701-000-230.200	15,161.37
07/21	07/21/2021	999197	ACH-EFTPS	701-000-230.100	26,556.70
07/21	07/21/2021	999197	ACH-EFTPS	701-000-230.200	15,161.37
07/21	07/21/2021	999197	ACH-EFTPS	701-000-230.200	3,545.83
07/21	07/21/2021	999197	ACH-EFTPS	701-000-230.200	3,545.83
07/21	07/21/2021	999198	ACH-ICMA 457	701-000-230.700	2,042.22
07/21	07/21/2021	999198	ACH-ICMA 457	701-000-230.700	5,655.00
07/21	07/21/2021	999199	ICMA 401	701-000-230.700	654.08
07/21	07/21/2021	999200	ICMA-ROTH	701-000-230.900	345.00
07/21	07/21/2021	999201	Mers DC 45	001-000-001.001	289.49
07/21	07/21/2021	999201	Mers DC 45	001-000-001.001	292.67
07/21	07/21/2021	999201	Mers DC 45	701-000-230.120	110.30
07/21	07/21/2021	999201	Mers DC 45	701-000-230.120	149.92
07/21	07/21/2021	999201	Mers DC 45	701-000-230.120	1,106.49
07/21	07/21/2021	999201	Mers DC 45	701-000-230.120	999.47
Grand Totals:					2,235,075.24

Report Criteria:

Check.Check issue date = 07/15/2021-07/28/2021

Check Number	Check Issue Date	Name	GL Account	Amount
90051	07/22/2021	Recovery Notes	101087654000	175.00-
92626	07/26/2021	Aquinas College	271790955000	30.00-
93782	07/21/2021	Cybulski, Michelle	582040285000	35.06
93783	07/21/2021	Dundon, Denise	101756808140	65.00
93784	07/21/2021	Green Projects Group	582588803000	16.00
93784	07/21/2021	Green Projects Group	582588803000	100.00
93784	07/21/2021	Green Projects Group	582588803000	100.00
93784	07/21/2021	Green Projects Group	582588803000	100.00
93784	07/21/2021	Green Projects Group	582588803000	100.00
93785	07/21/2021	Kanny, Matthew	701040274000	7.00
93786	07/21/2021	Ohmstede, Michael	582081642300	2.74
93787	07/21/2021	Thomas, Caleb	101345783000	15.00
93788	07/21/2021	White, Sarah	101756808140	30.00
93871	07/28/2021	Bell Title Agency	701040274000	204.87
93872	07/28/2021	Crooked River Ventures LLC	582081642300	14.13
93873	07/28/2021	Grace Hauenstein Library LLC	271790955000	30.00
93874	07/28/2021	Harbor View Custom Builders	582081642300	38.55
93875	07/28/2021	Hartlieb, Kathryn	101756808110	40.00
93876	07/28/2021	Hearit, Keith & Diana	582081642300	70.00
93877	07/28/2021	Legel, Margaret	582040285000	21.62
93877	07/28/2021	Legel, Margaret	582040285000	21.62-
93878	07/28/2021	Legel, Margaret	582-081-642.300	22.69
93879	07/28/2021	Leist, Sarah	101756808110	25.00
93880	07/28/2021	Mallory, Tyler	582081642300	22.77
93881	07/28/2021	Recovery Notes	101087654000	175.00
93882	07/28/2021	Sabsook, Sara	582081642300	15.54
93883	07/28/2021	Schroeder, Lisa	582081642300	93.12
93884	07/28/2021	Spence, Tyler	582081642300	351.22
93885	07/28/2021	Weaver, Charles	582081642300	35.63
Grand Totals:				1,504.32



BOARD: City Council

MEETING DATE: August 2, 2021

PREPARED: July 29, 2021

AGENDA SUBJECT: Appointment Recommendation

RECOMMENDATION: That the City Council consider this reappointment

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

- BUILDING AUTHORITY BOARD OF COMMISSIONERS – Reappointment of Rob Straebel, City Manager, for a three-year term ending July 2024.

sb



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: August 2, 2021

DATE PREPARED: July 27, 2021

AGENDA SUBJECT: Second Reading of a Zoning Ordinance Amendment Creating a New Section XXXIII C- College District

RECOMMENDATION: Hold Second Reading and Adopt Ordinance

Background

After review and recommendation of the Howard Street/ College Ring Road extension in March, the Planning Commission discussed the creation of a new college zoning district for properties owned by North Central Michigan College. The college is currently a special condition use in the R-1 Single Family District. The Commission and College worked together on creation of the district that is designed to be similar to the H- Hospital Districts that provide longer term understanding of potential campus changes.

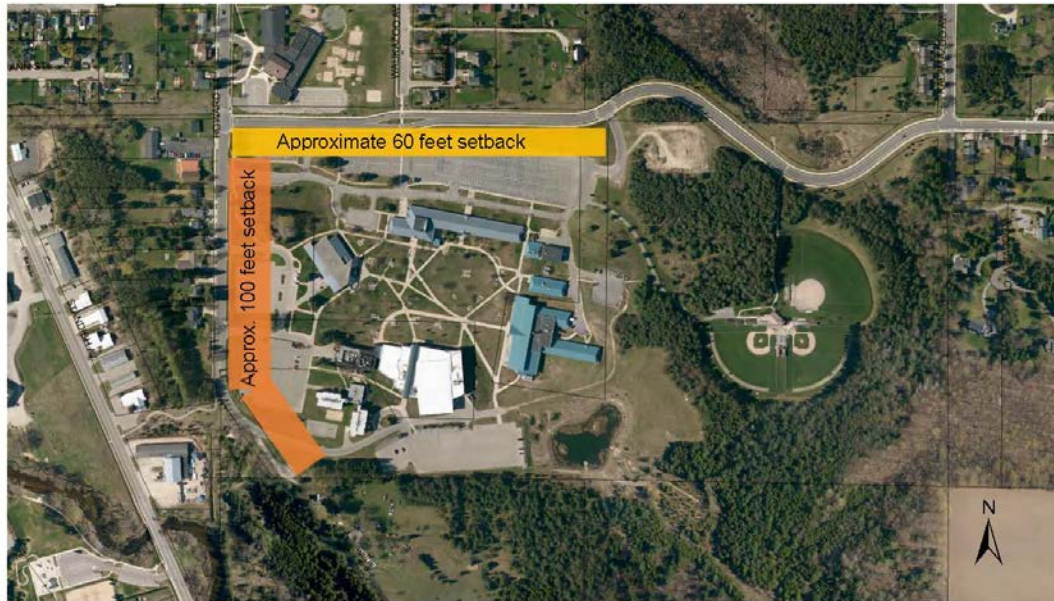
Discussion

The uses included in the new zoning district all currently exist on the campus, with the exception of an amphitheater and medical clinic identified as a potential development in the 10-15 year timeframe (College Master Plan map enclosed), the intent of which would be a training facility and therefore consistent with the educational purposes of a community college. Rather than identifying uses as special condition, several of the permitted uses have additional requirements to ensure compatibility with adjacent residential areas (Section 3303).

The district standards (Section 3302) include setbacks, building heights, maximum parking (based on current number) and the requirement for a master sign plan approved by the Planning Commission. The main area of concern raised by the Commission was the proposed 60 feet of height for a future dormitory, but the language requires that the building not be more than 45 feet in height from the adjoining public street grade.

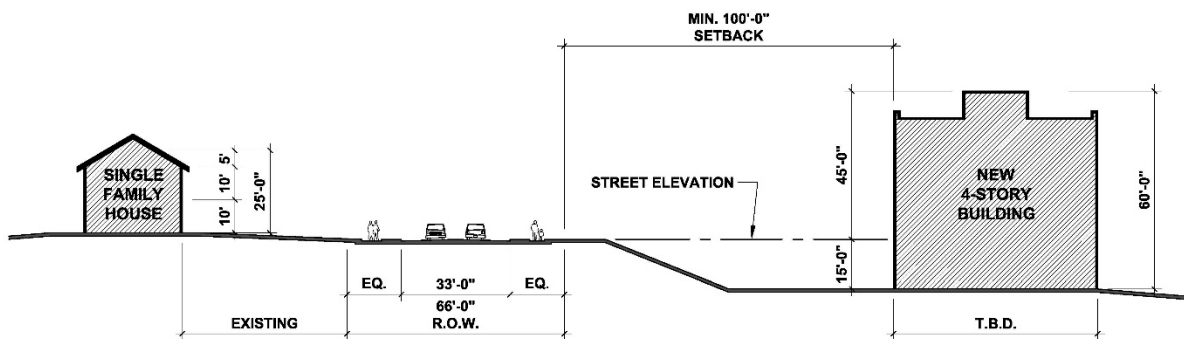
Section 3302 – District standards.

	C-District
Maximum height	35 feet
Maximum height - dormitory	60 feet with no more than 45 feet above adjacent section of Howard or Atkins Street grades
Setbacks from property line abutting or across street from a residential district	
Buildings 35 feet or less	60 Feet
Buildings over 35 feet	100 Feet
Surface parking (maximum)	1,097
Signs	Must be approved by the Planning Commission through a Master Sign Plan pursuant to the requirements of Section 3303(6).



Map created with Emmet County data for illustrative purposes only; Not to scale (alt 6/8/21)

- Approximate Current 60 Feet Setback for Colleges in the R-1 Residential District (and proposed for C- District)
- Approximate proposed 100 feet setback for buildings up to 60 feet in height



PROFILE SECTION SHOWING MAX 45' HT. ABOVE ROAD ELEV.

SCALE: 3/32" = 1'-0"

The process for creating the district, requirements and approval process of a Master Site Facilities Plan (MSFP), when site plan approval is required and site plan standards are included in the ordinance language.

At its July 15 meeting, the Planning Commission recommended that the above graphic be added to the ordinance language for clarification on building height calculation. The change has been made to page 3 of the ordinance.

Action

Staff recommends that City Council hold a second reading and adopt the Ordinance.

City Council August 2, 2021
College Zoning District – Second Reading

ORDINANCE NO. _____

AN ORDINANCE TO CREATE ARTICLE XXXIII C COLLEGE DISTRICT AND TO AMEND ARTICLE IV OF THE CITY OF PETOSKEY ZONING ORDINANCE, APPENDIX A TO THE PETOSKEY CODE OF ORDINANCES.

WHEREAS, it is a goal of the City of Petoskey Master Plan to guide development and redevelopment in a manner that will maintain high quality living and working environments for current and future residents; and

WHEREAS, the zoning ordinance currently lists colleges as a special condition use is the R-1 Single Family District with specific conditions; and

WHEREAS, the Petoskey Planning Commission has determined that having a zoning district specific to the uses common to a college is more appropriate to the needs of North Central Michigan College and provides community predictability regarding the future of the campus; and

WHEREAS, the C College District is designed to plan for and enable future growth of the college in Petoskey that is compatible with existing facilities and adjacent properties through the requirement of a Master Site Facilities Plan; and

WHEREAS, the C College District is consistent with the Future Land Use Map of the Petoskey Master Plan that shows these areas as Public/Quasi Public and Parks and Open Space; and

WHEREAS, The Petoskey Planning Commission held a public hearing on the proposed ordinance on June 17, 2021 and recommends to City Council that the C College District be created.

Now therefore be it resolved that the City of Petoskey ordains:

1. Article 33 (XXXIII) of the Zoning Ordinance of the City of Petoskey shall be created to read as follows:

ARTICLE XXXIII – C- COLLEGE DISTRICT

Section 3300. – Intent.

The College District is established to accommodate the unique development requirements of a large educational institution comprised of multiple buildings and a variety of related and complementary uses within an integrated campus setting. Through the creation of this specialized zoning district, the City recognizes the valuable contribution that higher education makes to the social and economic vitality of the community. Nevertheless, it is incumbent on the City to ensure that existing and future development within the district remains compatible with surrounding land uses and contributes in a positive way to the desired character of the broader community.

Any development or construction in this district requires consistency with a current Master Site and Facilities Plan approved by the Planning Commission. This plan shall include current and anticipated uses for a minimum of 15 years, indicate adjacent property uses sufficiently to identify potential impacts created by the plan, and shall conform to the requirements of Section 3305.

Section 3301. – District permitted uses.

In the C- College District, no building or land shall be used except for one or more of the following specified uses unless otherwise provided elsewhere in this article.

Use	C District
Administrative, business, and faculty offices	P
Classrooms and lecture halls	P
Laboratories and research facilities	P
Public assembly	P
Libraries	P
Athletic facilities	P
Natural areas and parks	P
Dormitories	P
Multiple family dwellings	P
Alternative energy sources building-mounted	P
Food service	P
Child care facilities	P
Retail consistent with educational mission	P
Medical clinic	P
Accessory uses customarily incident to any of the above permitted uses	P
Outdoor performance facility/amphitheater	P*
Temporary driver certification course	P*
Heating and electrical generating plant	P*

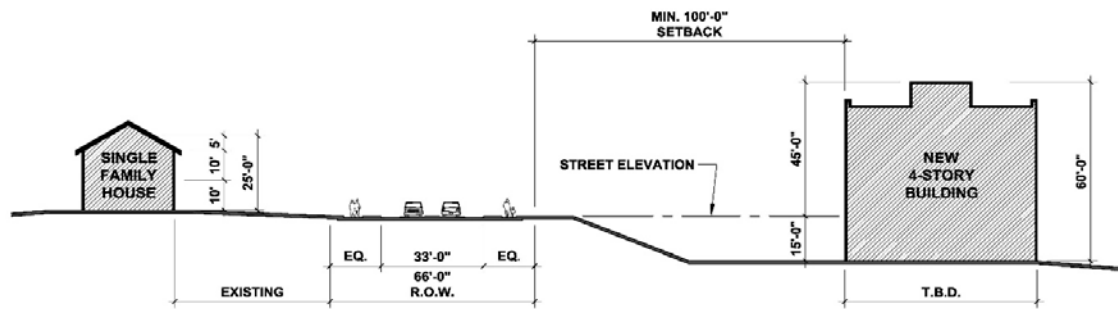
P=Permitted

*Use is permitted, subject to additional requirements specified in Section 3303

Section 3302 – District standards.

	C-District
Maximum height	35 feet
Maximum height - dormitory	60 feet with no more than 45 feet above adjacent section of Howard or Atkins Street grades (see Figure 3302.1 below)
Setbacks from property line abutting or across street from a residential district Buildings 35 feet or less Buildings over 35 feet	60 Feet 100 Feet
Surface parking (maximum)	1,097
Signs	Must be approved by the Planning Commission through a Master Sign Plan pursuant to the requirements of Section 3303(6).

Figure 3302.1



**PROFILE SECTION SHOWING
MAX 45' HT. ABOVE ROAD ELEV.**

Section 3303. – Additional requirements.

- (1) All roof-mounted equipment, including satellite dishes and other communication equipment, HVAC, and solar panels shall be screened by a parapet or similar architectural feature. Screening shall incorporate exterior building materials similar or complementary to those of the building on which the equipment is located.
- (2) Outdoor storage or loading areas shall be screened in accordance with the requirements of Section 2602 (5), as follows:
 - (a) Any storage or loading area facing or visible to a residential zoning district shall meet the requirements for an opaque screen.
 - (b) Any storage or loading area located on the interior of the campus or not facing or visible to a residential zoning district shall meet the requirements for a semi-opaque screen.
- (3) Outdoor performance facility/amphitheater
 - (a) All parts of an outdoor performance venue, including stage and seating areas, shall be at least 500 feet from any residential district and 100 feet from any public street.
 - (b) Lighting shall be oriented toward the interior of the campus and shall not be directed outward toward any residential district or public street and shall not be illuminated when not in use.
 - (c) Amplified sound shall be permitted; provided, sound levels at the district boundaries shall not exceed 60 dB(A) or ambient levels, whichever is greater.
 - (d) Events, including practices, shall not commence before 10:00 AM and must conclude no later than 10:00 PM.
- (4) Temporary driver certification course
 - (a) The driver certification course shall be limited to parking lots within the campus.
 - (b) The certification course shall not be located within 300 feet of any residence.
 - (c) Use of the course shall not commence before 9:00 AM and must conclude by 5:00 PM. No activity shall be permitted on weekends or holidays.

- (5) Heating and electrical generating plant
 - (a) The facility shall be an accessory use for the sole purpose of serving buildings and uses within the college campus.
 - (b) Facilities shall not use coal to generate power.
 - (c) All power generating equipment, not including solar panels, shall be located within a building which shall be designed and built to prevent objectionable noise impacts upon surrounding property.
 - (d) The building housing generating equipment shall be at least 500 feet from any residential zoning district.

(6) Master Sign Plan Requirements

A Master Sign Plan shall include an inventory of all existing exterior signs with photos or illustrations of each sign type and also include information on the number, size, location, and illumination method of all exterior signs in the C-College District. This includes entrance, directional/wayfinding, kiosks, parking lot, and exterior building signs. In addition proposed new exterior signs shall be illustrated and include the number, size, location, illumination method, materials and landscaping for freestanding signs.

Section 3304 – Procedure for all master site and facilities plans.

- (1) *Pre-application conference.* Before submitting a Master Site and Facilities Plan (MSFP), an applicant shall meet with the city planner to review the proposed plan, this city zoning ordinance, and the city master plan. A preliminary presentation to the planning commission may also be desirable prior to formally submitting an application.
- (2) *Application.* An application for approval of a MSFP and, if applicable, a rezoning shall be submitted to the city planner not less than 21 calendar days before the date on which such plan is to be introduced to the planning commission.
- (3) *Official review.* The city planner shall circulate the MSFP to the departments of public works and public safety to provide comment to the planning commission.
- (4) *Referral.* After staff review and determination that the submittal requirements for the MSFP have been met, the application shall be referred to the planning commission for review, along with the formal rezoning request to the College District, if applicable.
- (5) *Public hearing and review.* The planning commission shall conduct a public hearing, notification of which shall be as required by the Michigan Zoning Enabling Act, MCL 125.3103.
- (6) *Actions.* If the planning commission determines that the MSFP satisfies the standards of Section 3306, the Plan shall be approved. In addition, if a rezoning request has been submitted, the planning commission shall make a recommendation to the city council regarding rezoning the property to the College District in accordance with the procedural requirements of the Michigan Zoning Enabling Act.
- (7) *Plan Compliance.* After approval of a MSFP, the land to which it pertains shall be developed and used only as authorized and described in that Plan. Following approval of the MSFP, no zoning permit or building permit shall be issued for building additions that are not consistent with the approved MSFP. New buildings

or additions that increase a building size more than 30 percent shall be reviewed by the Planning Commission pursuant to Section 3307. Additions less than 30 percent may be administratively approved if required standards in Section 3307 are met.

- (8) *Amendment standards and procedures.* It is recognized that the MSFP is a long-range vision and changes or adjustments to an approved Plan may be initiated by the applicant. The city planner shall determine which category of plan revision applies to the request. In the event an applicant wishes to appeal a determination that a proposed change is a major change, the Board of Zoning Appeals shall hear that appeal.

(a) *Minor change.* A modification from the MSFP involving the adjustment in orientation or precise location of a building; modification or extension of utilities; location of walkways, roads, or parking areas; a reconfiguration of a designated open space area that does not alter the general size or function of that area; the change of building use from one permitted use to another; phasing or timing of a planned improvement; modification of landscaping or screening that remains consistent with the ordinance intent; and similar alterations may be approved by the city planner.

(b) *Major change.* A deviation from or amendment to a MSFP involving an increase in the number of access points to perimeter public streets; a new building; the relocation of a building to a different site; an increase in a building footprint by more than 30 percent; and significant reduction in any designated open space area shall require approval by the planning commission.

Section 3305 – Master site facilities plan content

The MSFP shall be drawn to scale and include the following:

- (1) The property owner and applicant/preparer name and address;
- (2) An analysis of existing site conditions;
- (3) An assessment of current facilities;
- (4) Future enrollment projections;
- (5) Existing and proposed private and public streets and access points to the existing public street network;
- (6) Natural features such as topography, boundaries of regulated wetlands, 100-year flood plain elevations, and water features such as lakes, rivers, creeks, springs, etc.;
- (7) Location of existing and proposed buildings and their sizes, including three dimensional representations;
- (8) A general storm water management plan;
- (9) A general circulation plan for pedestrians, cyclists and motorists;
- (10) A general parking plan, taking into account parking requirements established in section 1704; and
- (11) Strategic goals for plan implementation in five-year increments.

Section 3306 – Master site facilities plan review standards

The planning commission shall review the MSFP and rezoning request according to the following standards:

- (1) Existing or planned public facilities such as streets, sanitary sewers, storm sewers, and similar facilities shall be adequate for the proposed development.
- (2) Perimeter setbacks shall be provided for physical development.

- (3) Height, bulk, and character of structures shall be considered with regard to scenic views and the relationship of proposed structures to existing structures within 300 feet of the College District.
- (4) Vehicular, pedestrian, and non-motorized circulation allowing safe, convenient and well-defined circulation within the site and to the site shall be provided.
- (5) Off-street parking is designed to reduce light pollution and storm water runoff.
- (6) Natural, historical, scenic, open space and architectural features of the property in the district shall be preserved, protected, created or enhanced whenever possible.

Section 3307 – Site plan approval

Once a MSFP has been approved, no new building shall be constructed without first obtaining site plan approval subject to Section 1716 of the Zoning Ordinance and the following development standards. Those uses identified as special condition uses in Section 3301 will also be required to meet the standards of Sections 1717 and 1718.

- (1) *Buildings.* In reviewing building facades and features, the following shall be considered:
 - (a) Exterior materials should be of a finished appearance and quality construction. The use of corrugated metal, concrete block, sheet metal, and colored plastic or fiberglass shall be limited. Such factors as whether the building is an accessory structure, the adequacy of the setback and screening, and any impact upon street view and view from nearby residential buildings shall be considered in evaluating building materials.
 - (b) To the extent practical, buildings shall be situated to fit the existing site rather than imposed on the landscape in a manner that requires significant alteration of site grades. However, this standard may be waived where it is demonstrated that significant alteration of grades would:
 - i. result in preservation and protection of a scenic view or other significant natural or manmade resource, or
 - ii. result in an improved site layout and function without adversely impacting significant resources.
 - (c) Building walls facing a perimeter street shall have no less than 30 percent fenestration.
- (2) *Open space and site landscaping.*
 - (a) All areas of the site not occupied by buildings, parking, streets, pathways, plazas, or similar developed features shall be landscaped in character with the adjoining campus or retained in a natural state.
 - (b) In conjunction with any new building or building addition, foundation plantings consisting of a combination of shrubs, ground cover, and flower beds shall be installed. Plantings of shrubs, flowers, and trees shall also be used to highlight driveway ingress points and building entrances. Such vegetation should be clustered for adequate scale and visual interest.
 - (c) Existing vegetation that is healthy and suitable for landscaping objectives shall remain undisturbed. Existing trees five inches in diameter or greater should be retained to the extent possible. These requirements may be waived or modified where it is determined that proposed new landscaping and/or an improved site layout warrants a modification.
 - (d) Landscaping shall be irrigated and maintained.
- (3) *Parking, circulation, and loading.*

- (a) New loading/unloading areas shall not face or be visible from any residential district and, shall be screened so as not to be visible from any neighboring residential properties. Where existing loading areas do not meet this requirement, they may remain; provided any addition or exterior renovation to the building served by such loading area should incorporate a screen wall and/or evergreen landscaping at the loading area to buffer the view from adjoining perimeter streets and neighboring residential property.
 - (b) Surface parking, driveways, and other circulation features shall be designed to follow the natural topographic contour lines of the site to reduce long views down parking aisles and to allow drainage to function naturally.
 - (c) New parking areas shall only be accessed from an interior circulation system within the campus.
 - (d) New or expanded parking lots located within 40 feet of a perimeter public street right-of-way shall be effectively screened by a wall, shrubs, berms, and/or evergreen trees along any side facing that street, unless due to topography, existing vegetation, or other feature the parking area is not visible from the street. No element used for such screening shall be less than 42 inches high. Screening devices meeting this height requirement may also be required where a new or expanded parking lot is determined to be near enough to an adjacent property or properties that the lot must be screened to mitigate impacts of noise, light, and visibility upon the neighbor(s).
 - (e) If used, screening walls shall be constructed of durable, weather-resistant materials compatible with building finishes on the site. Visual relief should be added with landscaping bands or clusters to soften the appearance of the wall. The finished side of the screen shall face outward toward the adjoining property or a perimeter street.
 - (f) Parking lot interior landscaping shall consist of a minimum of seven percent of the total parking area, and a ratio of one (1) canopy tree per eight (8) parking spaces. Landscaping island shall be a minimum of 80 square feet in area, and a minimum of eight (8) feet in width.
 - (g) Parking areas and driveway shall have a minimum of eight (8) feet of landscaped area separating the pavement edge from any property line, except where two or more adjacent properties have a written agreement or easement for a shared driveway access.
 - (h) Sidewalks shall be installed to interconnect buildings and parking areas and to permit safe pedestrian movement along the perimeter public street frontage.
 - (i) Parking structures shall be permitted, subject to the following standards:
 - i. The design of all above-grade parking structures shall relate to the context of the area. Exterior walls of parking structures shall be designed with materials, colors, and architectural treatment in a manner that provides visual compatibility with adjacent buildings and environment.
 - ii. Freestanding parking structures shall have no blank walls and shall be designed to limit the visibility of interior ramps and prevent outside glare from interior lighting.
- (4) *Perimeter screening.*
- (a) Any new building or addition located within 80 feet of a perimeter public street shall provide a visual foreground to soften and minimize its visual impact on surrounding properties. Such screening shall consist of a combination of deciduous and evergreen trees. Berms, walls, and/or fences may be included as part of the screen to add variety and interest or where topographic

conditions would make their use more effective. In the case of a wall or fence, the finished side shall face outward toward the adjoining property or a perimeter street.

- (b) All new buildings and additions shall be designed in context and scale to be compatible with existing campus facilities and the surrounding uses. Consideration shall be given to building materials, height, and articulation of walls.

- 2. Appendix A, Article IV, Section 402 of the Petoskey Code of Ordinances is amended to remove the following as a special condition use:

5. Colleges, universities and other such institutions of higher learning, public and private, offering courses in general, technical, or religious education and not operated for profit, subject to the following conditions:

- a. Any use permitted herein shall be developed only on sites of at least 40 acres in area.
- b. All access to said site shall be directly from a principal or minor arterial.
- c. No building shall be closer than 80 feet to any property line.

- 3. 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.
- 4. 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 _____ 2021.

John Murphy
Its Mayor

Alan Terry
Its Clerk



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: August 2, 2021

PREPARED: July 29, 2021

AGENDA SUBJECT: Presentation and Potential Support for the Establishment of a Transit Authority

RECOMMENDATION: That City Council discuss with possible motion to approve a letter of support for the establishment of a Transit Authority

Background Councilmember Shiels and Councilmember Walker asked for a presentation from representatives from the Petoskey-Harbor Springs Area Community Foundation and the Petoskey Regional Chamber of Commerce 14-member Work Group regarding their proposal to develop a comprehensive, county-wide transit system. The proposal to form a Transit Authority was presented to Emmet County on June 24 with Commissioners continuing to consider the proposal. A decision from the County is anticipated in the next two months. There are two key features to the Work Group proposal:

1. It would create an Emmet Transit Authority (ETA) which would develop and run the transit system. While the County Commission would have input into this, the ETA would be separate.
2. Once formed, the ETA would be expected to put a transit millage on the ballot for voter approval. It is proposed that this would happen in 2022 and is expected to be approximately .30 mills.

See additional information in your packet.

Work Group representatives are asking the City to consider submitting a letter of support encouraging Emmet County Commissioners to establish the Transit Authority and to place a countywide millage on an upcoming ballot.

Action If Council is supportive of the proposal, a motion could be made to have the Mayor sign a letter of support endorsing the establishment of an Emmet Transit Authority and to place a countywide millage on an upcoming ballot.

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Enclosure

A Proposal to the Emmet County Board of Commissioners to Authorize an Emmet Transportation Authority and Public Transit Millage

In September 2020, Petoskey-Harbor Springs Area Community Foundation and Petoskey Regional Chamber of Commerce convened a 14-member Work Group to research sustainable, long-term public transit solutions for Emmet County. The Work Group included diverse representation across the private, nonprofit and civic sectors, including Little Traverse Bay Bands of Odawa Indians (LTBB), North Central Michigan College (NCMC), McLaren Northern Michigan, Friendship Centers of Emmet County (FCEC), Char-Em United Way, and other human services organizations and local businesses (see Appendix 4). The Community Foundation and Petoskey Chamber took action to form this Work Group because they believe **public transit is necessary for the long-term prosperity and resiliency of Emmet County. It is inextricably linked to many challenges facing our County, including economic development, cost of living, and quality of life.**

The Work Group met from November 2020 through March 2021 (see Appendix 5). It reviewed information on transportation services in Emmet County (see Appendix 6) and the rural public transit services provided in other counties in northern Michigan. It heard presentations from rural transit leaders at the Michigan Department of Transportation (MDOT) and the Executive Directors of two of the best performing transit authorities in our region: Benzie Bus and WexExpress (Wexford-Cadillac). It received input from diverse stakeholders from human services agencies, businesses, and local governments (see Appendix 7).

Based on this five-month period of thoughtful research, analysis, and discussion, **we respectfully propose that the Emmet County Board of Commissioners (BOC) take the following actions as soon as reasonably possible:**

(1) Establish an Emmet Transportation Authority (ETA) to manage a countywide public transit system. You can begin this process by instructing appropriate County staff to prepare draft Articles of Incorporation for your review and eventual passage. Our work group has prepared *example* Articles of Incorporation to draw inspiration from. See Appendix 1.

Once the ETA is incorporated and its initial Board of Directors appointed, Petoskey-Harbor Springs Area Community Foundation invites the ETA to submit a \$50,000 grant proposal by December 31, 2021 or sooner for startup staffing and/or planning costs. Additionally, the Community Foundation has been in conversation with other funders who have expressed a willingness to also consider grant proposals from an ETA. The Community Foundation will facilitate ETA introductions to those funders at the appropriate time.

(2) In cooperation with the ETA, authorize a public transit millage to help finance this countywide transit system. This proposal does not recommend a specific millage amount. However, our work group has prepared *example* cost estimates based on an *example* millage of 0.30 so the BOC and ETA have a better sense of the financial resources required to launch and sustain a countywide public transit system at a certain level of service. An example for illustrative purposes only is provided in appendices 2 and 3.

Once MDOT has approved the ETA for state and federal funding, and a public transit millage has been approved by voters, Petoskey-Harbor Springs Area Community Foundation invites the ETA to apply for a short-term, zero-interest loan—up to \$150,000—to help bridge the funding gap between the launch of a countywide public transit system and the receipt of MDOT and millage funds.

These recommendations are grounded in the following conclusions, each of which is elaborated upon in the following pages:

1. The question to ask is not, “Does Emmet County *need* public transit?” but rather, “Why doesn’t Emmet County *already have* public transit?”
2. Emmet County residents have consistently supported public transit.
3. Emmet County residents have consistently shown a willingness to pay for effective public services, especially those that support our most vulnerable populations.
4. The valuable lessons learned from EMGO should be used to create a truly sustainable, long-term public transit solution.
5. An Emmet Transportation Authority is the ideal structure for operating public transit in Emmet County.
6. More than half of an Emmet Transportation Authority’s annual operating expenses would be reimbursed through state and federal grants. With the ETA Board structure suggested, additional funding through LTBB is also a possibility.
7. A public transit millage to help cover remaining costs will likely be quite modest, especially when compared with other countywide millages recently approved by Emmet County residents.
8. Finally, creation of the ETA, paired with a public transit millage, will help Emmet County accomplish several objectives in its 2020-2024 Master Plan.

1. The question to ask is not, “Does Emmet County *need* public transit?” but rather, “Why doesn’t Emmet County *already have* public transit?”

Public transit is the norm – not the exception – across all of Michigan. According to MDOT, just 11 of 83 counties (including Emmet) do not have a public transit system in place. Six of those 11 counties are in the Upper Peninsula – which means that **in the Lower Peninsula, only 5 counties (including Emmet) do not have public transit systems**. And specifically, in the 10-county Northwest Lower Michigan ‘prosperity region,’ Emmet and Missaukee Counties are the only two counties without public transit.

While Emmet County has many attributes that make this an exceptional place for people to live, work, and recreate, our exception on public transit should not be a point of pride. It’s an embarrassment. In other areas of public service, such as our award-winning recycling program, Emmet County is a leader and national role model. We can and should aspire to be the same for rural public transit.

Efficient, comprehensive, and well-managed rural public transit systems:

- provide increased access to jobs and help businesses access a larger labor market;
- help improve the health and wellbeing of communities by providing access to medical care—especially regular treatments like dialysis—to people who otherwise might have difficulty getting to appointments;
- enhance opportunities for independent living for seniors by providing a way to access medical appointments, shopping, social services, and other personal needs, without which they would be unable to remain at home;
- allow persons with disabilities to obtain and maintain independent living;
- reduce traffic and parking congestion and avoid costly investments in parking infrastructure;
- reduce air pollution, protecting and retaining the natural beauty of rural areas; and
- attract younger residents who want to live and work in downtown areas without relying on car ownership.

Public transit can also ease transportation costs for low-income families who might otherwise have difficulty affording the many expenses associated with car ownership—car loan payments, licensing and registration, insurance, gasoline, routine maintenance, repairs, etc. New research released in February 2021 by Move.org reveals that **Michigan is the most expensive state in which to own a car**. According to survey results, the average annual cost of car ownership in the U.S. is \$5,264.58, but **Michiganders pay nearly double that, averaging \$9,304.28 a year (~\$775 per month) for their car**. This is far ahead of second-place Florida (\$6,765.22) and third-place Texas (\$6,670.51.)

Recent research conducted in March 2021 by the University of Michigan Poverty Solutions Center reinforces this conclusion. U of M researchers found that **in Emmet County specifically, residents pay on average \$10,709 per year for car ownership and maintenance—more than Michigan’s statewide average**. At this rate, U of M estimates that **on average Emmet County residents pay 28% of their income towards transportation**. (See Appendix 11.) A general ‘rule of thumb’ in financial planning and in various affordability indices suggests that transportation should cost no more than 15% of household income.

When you consider transportation costs alongside staggering housing and childcare costs, it creates what U of M calls the “Triangle of Trouble.” The cost of living here significantly hampers stable employment and economic mobility for many Emmet County residents.

Perhaps the significant expense of car ownership is partially why, according to the U.S. Census Bureau, **approximately 1 in 16 Emmet County households (~6.30%) report not having any vehicle available for personal use.** The following table breaks down lack of vehicle availability by zip code:

Zip code	Geographic area	% of households without a vehicle available for personal use
49706	Alanson area	1.60%
49716	Brutus area	4.90%
49718	Carp Lake area	8.00%
49722	Conway area	11.50%
49723	Cross Village area	No data
49737	Good Hart area	No data
49740	Harbor Springs area	2.70%
49755	Levering area	2.40%
49764	Oden area	18.30%
49769	Pellston area	3.70%
49770	Petoskey area	9.10%
	Emmet County overall	6.30%

Source: U.S. Census Bureau 2015-2019 American Community Survey

Besides easing transportation costs for low-income families, public transit can also provide **increased access to job training programs essential to long-term employment prospects.** The Char-Em ISD reports that one of the barriers to enrolling more students in their career and technical education programs is a lack of transportation for these students. Many do not have a car or someone to give them a ride; nor do school busses provide transportation to these programs, as it often involves transporting a student from one school district to another.

Since Char-Em ISD’s career and technical education programs are open to all students across all school districts, this might mean (for example) Alanson High School students would need transportation to Petoskey High School to participate in the Culinary Arts program. Or Harbor Springs High School students would need transportation to Pellston High School participate in the Construction Technology program.

County	Number of Rides (2019)	Population (2019)	Rides per 1,000 Residents
Benzie	104,879	17,766	5,903
Wexford	135,899	33,631	4,041
Charlevoix	81,253	26,143	3,108
Emmet (SRR/ EMGO+FCEC)	34,619	33,415	1,036

Source: MDOT 2019 Performance Indicators and Census.gov

Historically, Emmet County has received limited public transit services from the Petoskey-based nonprofit organization Friendship Centers of Emmet County (FCEC) and by the Cheboygan-based Straits Regional Ride (SRR). Combined, FCEC and SRR/EMGO provided 34,619 rides in 2019, compared to 135,899, 104,879, and 81,253 provided by public transit systems in Wexford, Benzie, and Charlevoix Counties, respectively (see table above). These numbers do not suggest to us that low ridership equals low need; on the contrary, they show that there is a serious gap in transportation coverage in Emmet County, since the counties in comparison have similar (or even smaller) population sizes, demographics, and geographic features.

**

2. Emmet County residents have consistently supported public transit.

In 2019 Emmet County surveyed residents to help develop its 2020-2024 Master Plan. With nearly 650 respondents representing diverse geographies throughout the County, this is a timely and statistically significant source of data.

When asked, “What are Emmet County’s negative aspects?” survey respondents ranked ‘Lack of access to public transit’ as #6 of 21 negative aspects. It is interesting to note the #5 negative aspect (congestion) and #3 negative aspect (lack of convenient downtown parking) could both partially be addressed via public transit.

When asked, “How important are each of the following development priorities for Emmet County to address over the next five to ten years?” 52% of survey respondents said ‘increasing the public transit program’ is an ‘important’ or ‘extremely important’ development priority.

When asked, “How important are each of the following conservation and sustainability priorities for the County in the next 5-10 years?” 55% of survey respondents said ‘public transportation’ is an ‘important’ or ‘extremely important’ conservation and sustainability priority.

Several other surveys and planning processes over the past 20 years have consistently indicated a demand for public transit (see Appendix 8 for a summary of those materials). One planning process that remains a benchmark is the September 2005 *Emmet County Transportation Coordination Plan* prepared by the Emmet 20/20 Community Access Transportation Team, the Northeast Michigan Council of Governments, and MDOT. The plan proposed an “around town” demand response (dial-a-ride) system combined with scheduled out-of-county flexible routes. It recommended a small-scale start-up, with the anticipation that the system would grow as ridership and opportunities increased.

The report recommended a countywide transit millage and creation of an Emmet Transportation Authority to operate a countywide public transit system. Sixteen years later we are delivering the same recommendation.

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3. Emmet County residents have consistently shown a willingness to pay for effective public services, especially those that support our most vulnerable populations.

There are public services and amenities that some Emmet County residents will never use, yet they are very willing to pay for those services. That is because across generations Emmet County has evolved into a kind and generous place; a place where people take care of each other and where people are willing to pay for things that enhance quality of life—including a strong social safety net for our vulnerable populations. Even the tagline on Emmet County’s website boasts, “Quality of Life is Everything.”

Consider the countywide millages placed on ballots over the last five years (see Table 1 below), all of which sought funding to serve our county’s most vulnerable populations including youth, elderly, disabled, infirm and low-income. Emmet County residents *approved* all these countywide millages.

TABLE 1: OTHER RECENTLY-APPROVED MILLAGES, EMMET COUNTY			
Election Date	Initiative on the ballot	Millage request	Result
Nov. 2016	NCMC operations	0.9946 mill	Passed (66% yes)
Nov. 2017	Char-Em ISD regional enhancement	1 mill	Passed (60% yes)
Aug. 2018	Senior citizen services	0.5 mill	Passed (77% yes)
Nov. 2019	EMS services	0.7 mill	Passed (58% yes)
May 2020	Char-Em ISD special education	1.4958 mills	Passed (65% yes)

Source: Emmet County website and Petoskey News-Review

While public transit ridership can grow to include local workforce and tourists, the **core ridership will be the same vulnerable populations that Emmet County residents willingly support—youth, elderly, disabled, infirm and low-income.**

Based on Emmet County residents’ consistent support of public transit, and their consistent willingness to fund services for vulnerable populations, we believe **they have a duty and right to vote on funding for public transit.** This is supported by results found in the 2015 public opinion survey of registered voters, conducted by HARBOR Inc. with support from Emmet County and LTBB. Respondents were asked: “Do you believe that the issue of funding an expanded public transportation system in Emmet County should be put to a vote of the public?” **78% responded definitely/probably yes.**

**



4. The valuable lessons learned from EMGO should be used to create a truly sustainable, long-term public transit solution.

There is a distinct lack of reference to EMGO throughout this proposal. That's because the actions recommended here are significantly different from EMGO, although they were informed by the lessons learned from that experience:

- **It is essential to have a sustainable source of funding.** Even though EMGO was proposed to rely on General Fund resources for only a few years, this source of funding proved to be vulnerable to short-term changes in budget priorities, external events, and elected officials.
- **The absence of a long-term political and financial commitment to EMGO limited the degree to which businesses, organizations, and others were willing to commit resources to partner with Emmet County to support transit services.**
- **SRR had limited capacity** (staffing, dispatch technology, flexibility in shifting deployment of resources, on-the-ground presence in Emmet County) to substantially expand its services in a short period of time.
- **Emmet County staff had limited capacity.** With so many other issues and priorities for staff to tend to, EMGO could not receive sufficient time and attention from staff. Therefore, it lacked a dedicated manager to interface with SRR as the County's contractor, as well as to oversee outreach efforts with local businesses and organizations.

**



5. An Emmet Transportation Authority is the ideal structure for operating public transit in Emmet County.

More than half of public transit services in other northern Michigan counties are managed by transit authorities. They were created by their respective County Boards pursuant to State of Michigan Act 196. The Work Group looked closely at their experiences for insights from their organization and operation. See Appendix 9, 9A and 9B for more information on transit authorities in northern Michigan.

The concept of an authority is not new to Emmet County. Many cities and townships currently participate in other authorities organized to provide fire, airport, sewage and other services. In addition, Emmet County has a Land Bank Authority and Brownfield Redevelopment Authority created under relevant State of Michigan statutes.

Through our research, we have concluded that a transit authority is the ideal structure for public transit in Emmet County because:

- **Transit authority board and staff focus exclusively on public transit issues, rather than the many other issues brought to county government. This means both Emmet County and the ETA will work more efficiently in providing their respective services.**

- A transit authority **would significantly reduce Emmet County’s legal and financial liability, and overall administrative burden**, in the provision of public transit services.
- A transit authority provides **more flexibility of structure, staffing, and oversight**, allowing the transit system to be tailored to its exact needs.
- Transit authorities tend to **attract visionary, experienced, and entrepreneurial leadership** who specialize in transportation management.
- Transit authorities insulate public transit services from short-term political influences.
- A transit authority board can be structured to include representatives of the county, cities, townships, agencies, schools, and members at large—promoting a **diverse group of decision makers to represent constituents**. In order to achieve a proper level of oversight, **we recommend the Emmet County Board of Commissioners appoint a majority of the members of the ETA board.** This is a common practice among other transit authorities in northern Michigan and is reflected in our *example* Articles of Incorporation in Appendix 1.
- **The funding and financing options for a transit authority are flexible** in comparison to a system operated solely by a county government.
- Although State legislation allows transit authorities to place funding millages on the ballot, for the ETA **we recommend that the Emmet County Board of Commissioners retain final approval of all ETA millage requests.** This is another common practice among transit authorities in our region and is also reflected in our *example* Articles of Incorporation in Appendix 1.
- An authority can create **effective relationships with local governments and agencies**, fostering other partnerships and programs to be developed down the road.

Much of ETA’s organizational and operating procedures would be spelled out in bylaws that the ETA Board of Directors would develop and adopt.

**

6. More than half of an Emmet Transportation Authority’s annual operating expenses would be reimbursed through state and federal grants. With the ETA Board structure suggested, additional funding through LTBB is also a possibility.

MDOT administers several State and Federal grant programs that reimburse public transit systems for a percentage of their annual operating expenses. The exact percentage of reimbursement is determined through various formulas and may change slightly from year-to-year.

For FY2021 (which began October 2020), State funding reimburses 37.535% of eligible operating expenses and Federal funding reimburses 18%, for a combined total of **55.5% of eligible operating expenses**. These include costs such as salaries, fringe benefits, fuel, vehicle maintenance, supplies, insurance, utilities, and staff training and travel. MDOT issues reimbursements quarterly, based on actual expenses accrued.

Separate from this, MDOT administers other funding sources available to support capital costs (vehicles, equipment, facilities, etc.) of rural transit systems.

Funding begins with an annual application from the public transit system to MDOT, submitting its proposed operating budget for the next fiscal year. The application is submitted in March and can be revised through August. Funding runs October through September, per the State and Federal fiscal years. MDOT staff are available to provide assistance in preparing the application, if needed. See Appendix 10 for additional information on MDOT.

Beyond State and Federal funding available through MDOT, Little Traverse Bay Bands of Odawa Indians (LTBB) has access to additional transportation funding set aside for tribal governments that could be used to support an ETA. Tribes can apply for these funds, which can then be used by a public transit system like ETA to support operating or capital expenses that will benefit *all* riders. **LTBB is open to exploring this funding, provided that LTBB has representation on the ETA Board** (which the *example* Articles of Incorporation in Appendix 1 currently reflect).

**

7. A public transit millage to help cover remaining costs will likely be quite modest, especially when compared with other countywide millages recently approved by Emmet County residents.

Millages are a very common source of funding for public transportation. According to MDOT, 54 of the 78 public transit agencies (69%) are locally supported by millages. All but two transit agencies in our region are supported by a millage, and the two that are not (Antrim and SRR) provide the fewest rides. The table below summarizes current public transit millages in surrounding counties.

TABLE 3: PUBLIC TRANSIT MILLAGES IN OTHER NORTHERN MICHIGAN COUNTIES	
County	Public Transit Millage
Kalkaska County	0.25 mill
Benzie County	0.50 mill
Charlevoix County	0.50 mill
Grand Traverse and Leelanau Counties (BATA)	0.50 mill
Otsego County	0.60 mill
Wexford County	0.60 mill
Average across the counties above	0.49 mill
Average across all of Michigan	0.60 mill

Across northern Michigan, millages for public transit authorities are consistently renewed by voters. In 2017, voters approved an increase in BATA's millage from 0.35 mill to 0.50 mill for five years by a vote of 55-45%. In 2019, Otsego County voters approved an increase in the transit millage from 0.25 to 0.60 mill by a margin of 66-34%. In 2020, voters approved transit millage renewals in Benzie County by a vote of 80-20% and in Wexford County by a vote of 67-33%.

Additionally, as noted earlier, Emmet County residents have consistently shown a willingness to pay for effective public services. The public transit millages in nearby counties with longstanding, robust public transit systems are significantly *less than* most other countywide millages recently approved by Emmet County residents: NCMC operations (0.9946 mill), Char-Em ISD regional enhancement (1 mill), senior citizen services (0.5 mill), EMS services (0.7 mill) and Char-Em ISD special education (1.4958 mills).

This leads us to draw the conclusion that a millage for an Emmet Transportation Authority would likely fall in a similar range as the transit millages in other counties, and it would be less expensive than other Emmet County millages passed in recent years.

That being said, please note that this proposal does not recommend a specific millage amount. However, our work group has prepared *example* cost estimates based on an *example* millage of 0.30 so the BOC and ETA have a better sense of the financial resources required to launch and sustain a countywide public transit system at a certain level of service. This is an example for illustrative purposes only. See Appendices 2 and 3.

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8. Creation of an Emmet Transportation Authority, paired with a public transit millage, will help Emmet County accomplish several objectives in its 2020-2024 Master Plan.

With respect to public transit, Emmet County's 2020-2024 Master Plan notes "there are still considerable unmet needs within the community," and there is "the potential need for changes."

In Chapter 9 of the plan, there is a detailed Action Plan featuring 13 goals and dozens of objectives in support of those goals. Enactment of this proposal and subsequent launch of a public transit system will help Emmet County make significant progress on, or fully accomplish several of those objectives—especially the objectives of Goal 9.

(Goal)(Objective)	Description
(1)(d)	Work with municipalities to create, maintain and improve infrastructure and services to support business development in established business centers and industrial parks.
(2)(c)	Ensure that public facilities are adequate to support desired development [this is in reference to housing development].
(7)(a)	Identify opportunities for new or expanded public facilities which can enhance the overall quality of life within Emmet County for all.
(7)(b)	Work with community organizations to identify potential community needs and appropriate future facility locations to best serve the community.
(7)(c)	Encourage community facilities generating high traffic volumes to locate along major roadways and provide access opportunities for alternative transportation modes.

(8)(a)	Link development areas through a network of corridors and connector routes for both motorized and non-motorized travel.
(8)(g)	Coordinate existing and future transportation planning and design with land uses to minimize environmental stressors.
(9)(a)	Promote alternate modes of transportation such as public transit, carpooling and non-motorized transportation, etc. to reduce traffic congestion and meet the needs of all.
(9)(b)	Encourage the community to express their desires regarding a transit system.
(9)(c)	Identify existing transportation services and consolidate resources in order to eliminate duplicate routes.
(10)(a)	Work with all units of government to actively address goals of the Master Plan.
(10)(c)	Communicate and collaborate on issues of mutual interest and become more aware of the goals, objectives and strategies of other groups and boards.

Source: Emmet County 2020-2024 Master Plan

The information provided in this proposal and accompanying appendices is the result of countless hours of work volunteered by passionate residents of Emmet County. Reputable organizations across economic sectors have come together in solidarity around the issue of public transit and in support of these recommendations, which provide not just guidance on a way forward but clear, actionable, and proven steps to success. What else can you ask of your community? As we place this in the hands of our County Commissioners, representatives elected to serve and ensure citizen concerns are met, we are trusting your leadership to seize this moment of opportunity. If there is one additional point to add to this document, it's this: **Now is the time to act.**

APPENDICES

1. *Example Articles of Incorporation for the Emmet Transportation Authority – for illustrative purposes only*
2. *Example Service Levels and Funding Needs – for illustrative purposes only*
3. *Example Millage Revenue and Tax Burden – for illustrative purposes only*
4. Transit Authority Work Group Members
5. Transit Authority Work Group Work Plan and Timeline
6. Transportation Services in Emmet County
7. Additional Advisors Who Provided Input to the Work Group
8. Summary of Surveys and Planning Processes on Public Transit Over Past 20 Years
9. Other Transportation Authorities in Northern Michigan
10. Michigan Department of Transportation's Role in Supporting Public Transportation
11. 'Poverty and Well-Being in Emmet County – Fact Sheet' from University of Michigan Poverty Solutions Center
12. Letters of Support received to-date – we will submit additional letters as we receive them

APPENDIX 1

ARTICLES OF INCORPORATION OF THE EMMET TRANSPORTATION AUTHORITY

EXAMPLE – For Illustrative Purposes Only

ARTICLE I – ESTABLISHMENT

In order to implement an efficient, effective, and comprehensive system of public transportation in Emmet County as a key element of community wellbeing and economic development; and

Pursuant to Public Act 196 of 1986 (MCL 124.451, et seq.), as amended, and pursuant to the Michigan Constitution of 1963, Article 7, Section 28, and 1967 PA 7, as amended, MCL 124.501 et seq.;

The duly elected Commissioners of Emmet County, State of Michigan, hereby establish a public entity to be known as the Emmet Transportation Authority.

The Incorporating Agency of the Emmet Transportation Authority is the County of Emmet, 200 Division Street, Petoskey, MI 49770.

The Emmet Transportation Authority is empowered to do anything authorized by 1986 PA 196, as amended, and to do any other lawful act reasonable and/or necessary, proper, suitable or convenient for the achievement or furtherance of the purposes above stated, except as may be expressly limited or restricted by this Agreement.

ARTICLE II – DEFINITIONS

The following terms for this Agreement shall have the meanings attached to them:

“Authority” means the Emmet Transportation Authority.

“Authority Board” means the Emmet Transportation Authority Board of Directors.

“Board of Commissioners” means Emmet County Board of Commissioners.

“County” means Emmet County.

ARTICLE III – PURPOSE OF THE AUTHORITY

The purpose of the Emmet Transportation Authority is to establish and efficiently operate a public transportation system for Emmet County. To accomplish this purpose, the Authority—directly and/or through contracts with other public or private entities—may plan, promote, purchase, acquire, establish, own, lease, operate, or cause to be operated, maintained, improved, enlarged, or modernized, public transportation facilities and systems within and

outside the territorial limits of Emmet County, pursuant to 1986 PA 196, as amended, MCL 124.451, et seq.

EXAMPLE – For Illustrative Purposes Only

ARTICLE IV – AREA SERVED

The service area of the Authority shall include, but not be limited to, Emmet County.

ARTICLE V – ESTABLISHMENT OF THE AUTHORITY BOARD

A. The Board of Commissioners hereby establishes the Emmet Transportation Authority Board of Directors. The Authority Board shall set policy and procedures governing the operation of the Emmet Transportation Authority and shall have ultimate authority regarding the exercise of the Authority's powers.

B. The Authority Board shall be composed of at least seven (7) and no more than nine (9) Directors, who must be at least 18 years of age and either reside or work in Emmet County, and who shall be appointed as follows:

1. The Board of Commissioners shall appoint at least five (5) and no more than seven (7) members of the Authority Board:
 - a. One Director and one Alternate to represent Emmet County;
 - b. One Director and one Alternate to represent municipalities within Emmet County;
 - c. One Director and one Alternate to represent townships within Emmet County; and
 - d. Additional Directors from the community at large, with a view to having representation from throughout the County and from major employers, educational institutions, and human services and/or non-profit agencies in Emmet County, among others.
2. One member of the Authority Board shall be appointed by the Little Traverse Bay Bands of Odawa Indians; and
3. One member of the Authority Board shall be appointed by the unanimous approval of the Authority Board, selected with the aim of achieving a broad balance on the Authority Board of major demographic and transportation stakeholder groups within Emmet County, as well as general occupational categories relevant to the goals and responsibilities of the Authority.
4. If a serving County Commissioner is not appointed to the Authority Board, the Board of Commissioners may also appoint one (1) serving Commissioner to serve as an *ex officio*, non-voting member of the Authority Board.

EXAMPLE – For Illustrative Purposes Only

**ARTICLE VI – TERM OF AUTHORITY BOARD MEMBERSHIP,
VACANCIES, REMOVAL FROM OFFICE**

- A. The term of office of members of the Authority Board will be three years. Special provisions regarding the terms of elected officials appointed to the Authority Board may be spelled out in greater detail in the Authority's bylaws. The first Authority Board shall be appointed within 30 days of the effective date of these Articles of Incorporation. In the interest of achieving a regular rotation of Authority Board members, two (2) members of the first Authority Board under these Articles of Incorporation shall be appointed for a term of one year; two (2) members of the first Authority Board shall be appointed for a term of two years; and the remaining members of the first Authority Board shall be appointed for a term of three years. All members of the Authority Board shall subsequently be appointed to a term of three years.
- B. Members of the Authority Board shall serve without compensation, except for those actual expenses incurred in serving as a member of the Authority Board.
- C. No member of the Authority Board shall have any interest, directly or indirectly, in any contract for property, material, or service to be acquired by the Authority.
- D. All Authority Board Directors shall serve at the pleasure of the appointing agencies and may be removed for cause before completing their full term, in the same manner by which they were appointed. Further, any member of the Authority Board shall be deemed to have resigned in the event he or she ceases to maintain residency or employment in Emmet County or fails to attend three consecutive meetings of the Authority Board without prior notice and reason. Any vacant position on the Authority Board shall be filled in the same manner in which it was appointed for the remainder of the unexpired term.

ARTICLE VII – POWERS AND DUTIES OF THE AUTHORITY BOARD

- A. The Authority Board shall have all the rights, powers, duties, and obligations set forth in the 1986 PA 196, as amended, and shall have the following powers and duties in addition to the other powers and duties stated under these Articles of Incorporation, except as may be expressly limited or restricted by these Articles:
 - a. To enter into contracts, including contracts for the purchase of transportation services with private persons and/or entities or public agencies.
 - b. To acquire ownership, custody, operation, maintenance, lease, or sale of real or personal property, subject to any limitation on the payment or funding therefore now or subsequently imposed by law.
 - c. To dispose of, divide, and distribute property.
 - d. To accept gifts, grants, assistance, funds, or bequests.

EXAMPLE – For Illustrative Purposes Only

- e. To incur debts, liabilities, or obligations, subject to any limitations thereon that are now or hereafter imposed by law. The Emmet Transportation Authority shall not have any authority to appropriate, spend, or obligate the funds or credit of Emmet County. The County and other parties shall not be liable for the debts and obligations of the Emmet Transportation Authority.
 - f. To, in its own name, employ employees and agents, which employees or agents shall be considered employees or agents of the Authority Board.
- B. The Authority Board shall hold an initial meeting at a time and place selected and agreed to by the Authority Board Directors for the purpose of electing officers, adopting bylaws, and taking any other action the Authority Board deems necessary.
- C. The Authority Board shall develop and adopt and may amend bylaws, policies, and procedures it deems reasonably necessary and proper for the conduct of the business of the Authority Board and for accomplishing the purposes for which the Authority is created.
- D. The Authority Board shall hire or contract staff, as necessary, to carry out the operations of the Authority.
- E. The Authority Board shall have the power to establish and collect rents, charges, fees, or fares from users of public transportation services or public transportation facilities.
- F. The Authority Board shall review and approve all documentation required to seek and regularly renew voter approval of taxes to support the Authority, and recommend to the Board of Commissioners placing such requests on a ballot for the vote of the residents of Emmet County.
- G. The Authority Board shall keep a written or printed record of every meeting, which record shall be subject to the provisions of the Open Meetings Act, Public Act 276 of 1976 (MCL 38.581, et seq.), as amended, and the Michigan Freedom of Information Act, MCL 15.231, et seq.
- H. The Authority Board shall adopt a system of accounts to conform to the system required by law and shall provide for the auditing of all accounts in accordance with Public Act 51 of 1951 (MCL 247.651, et seq.), as amended.
- I. The Authority Board shall provide the Board of Commissioners with an annual financial report, and shall obtain an annual audit once a year by a certified public accountant in accordance with Public Act 51 of 1951 (MCL 247.651, et seq.), as amended, and shall forward a copy of the annual audit, when completed, to the Board of Commissioners.

EXAMPLE – For Illustrative Purposes Only

- J. The Authority Board shall review, approve, and submit the annual program application required pursuant to Public Act 51 of 1951 (MCL 247.651, et seq.), as amended; and review and evaluate the quality, effectiveness, and efficiency of services being provided by its program.
- K. The Authority Board shall not violate the provisions of the Michigan Handicappers' Civil Rights Act, Public Act 220 of 1976 (MCL 37.1101, et seq.), as amended, or the Elliot-Larsen Civil Rights Act, Public Act 453 of 1976 (MCL 37.2100, et seq.), as amended, and specifically agrees and covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, gender, sexual orientation, height, weight, marital status, or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

ARTICLE VIII –FUNDING AND DISSOLUTION

- A. The Emmet Transportation Authority may be financed by grants of money or property from the Federal, State and tribal governments, other revenues from Federal, State and tribal governments and government agencies, ridership fees, contract user fees, advertising fees, private donations, taxes authorized by the voters of Emmet County and/or any of its jurisdictions, voluntary contributions from Federal, State, tribal, and local governmental units, usual transportation authority operations, and other means as authorized by statute.
- B. The Emmet Transportation Authority shall cease operations if a local millage is not approved, maintained, or renewed at any amount for any 18-month period.
- C. Should the Emmet Transportation Authority cease operations under Subsection B of this Article IX, the Authority shall, upon winding down of its affairs, be deemed dissolved. The Authority Board, upon the cessation of operations under Subsection B of this Article IX, shall hold a formal meeting for the purpose of dissolution and winding down the Authority's affairs, and shall prepare a final report, including a financial report, and transmit the same to the Board of Commissioners. Upon the termination of the Authority, the County and other relevant parties shall receive from the Authority Board such real and personal property as is then held by the Authority after the payment by the Authority of all outstanding debts and obligations, including the return to the Federal and/or State governments, or other governmental entities, such real and/or personal property as those entities have a legitimate legal claim to receive. If deemed necessary to fully effectuate the dissolution of the Emmet Transportation Authority, a request shall be made, by either the Board of Commissioners or the Authority Board, on behalf of the Authority, to the Michigan Legislature for dissolution of the Authority.

EXAMPLE – For Illustrative Purposes Only

ARTICLE IX – STATUS OF THE AUTHORITY BOARD

The Emmet Transportation Authority and Authority Board established pursuant to these Articles of Incorporation shall be a separate legal public entity with the power to sue and be sued.

ARTICLE X – AMENDMENT PROCEDURES

These Articles of Incorporation may be amended only by agreement of the Emmet County Board of Commissioners and any other parties involved with the incorporation of the Authority, pursuant to resolution authorized by the Board of Commissioners and legislative bodies of parties, and entered into in writing, and approved as may be required by Public Act 196 of 1986 (MCL 124.451, et seq.), as amended.

ARTICLE XI – PUBLICATION

These Articles of Incorporation shall be published by the Emmet County Clerk at least once in the Petoskey News-Review and once in the Harbor Light newspaper, which circulates within the areas proposed to be served by the Emmet Transportation Authority. The Emmet County Clerk shall file one (1) printed copy of these Articles of Incorporation each with the Michigan Secretary of State, the Emmet County Clerk, and the director of the Michigan Department of Transportation, as provided in Public Act 196 of 1986 (MCL 124.451, et seq.), as amended, and Act 7 of the Public Acts of 1967, as amended, MCL 124.501 et seq.

ARTICLE XII – EFFECTIVE DATE

These Articles of Incorporation shall become effective and the Emmet Transportation Authority operative on the date duly signed below. The validity of the incorporation shall be conclusively presumed unless questioned in a court of competent jurisdiction within 60 days after the publication of the Articles of Incorporation.

ARTICLE XIII – EFFECTUATION OF ARTICLES

The adoption of these Articles of Incorporation shall be evidenced by an endorsement on these Articles of Incorporation by the Chair of the Emmet County Board of Commissioners and the Emmet County Clerk.

The foregoing Articles of Incorporation were adopted by resolution, attached herein, by an affirmative vote of a majority of the members serving on the Emmet County Board of Commissioners at a meeting duly held on the ##th day of xxxxx, 202x.

EXAMPLE – For Illustrative Purposes Only

Effectuated By:

FIRST NAME, LAST NAME, Chairperson
Emmet County Board of Commissioners

Date:

FIRST NAME, LAST NAME, Emmet County Clerk

Date:

APPENDIX 2

Example Service Levels and Funding Needs for an Emmet Transportation Authority (ETA)

EXAMPLE – For Illustrative Purposes Only

Specific decisions about service (routes, times, vehicle types, etc.) and corresponding budgets would be the responsibility of the ETA Board and Executive Director. However, in order to provide a basis for estimating the levels of funding—and therefore, millage level—that would likely be required to initiate and sustain a significant public transit service for Emmet County, *example* service levels and funding needs were developed for the first three years of operations of the ETA. *While this example is for illustrative purposes only, it was reviewed for accuracy by other transportation authorities in northern Michigan. All stated that these example numbers are realistic and reasonable.*

To guide this example analysis, several **assumptions** were made, the effect of which is likely to underestimate revenues and other income while overestimating costs:

Assumption 1: There are two options for providing transit services under an ETA: (1) a stand-alone option where ETA provides services directly by hiring staff, procuring and operating vehicles, establishing physical facilities, etc.; and (2) ETA has minimal staff (e.g., an Executive Director, Mobility Coordinator, and one support position) and contracts for provision of transit services from a neighboring transit agency.

Assumption 2: For at least the first two years, FCEC and SRR would continue to provide transit services at a level comparable to 2021, in addition to services ETA provides. The third year of ETA operations could be the right time for FCEC to consider whether and how its transportation services might be combined with a broader countywide transit program. If this were to happen, additional costs (and potential revenues/assets) might be incurred. This analysis does not make any assumptions about merging SRR's current small level of services in Emmet County with an ETA.

Assumption 3: The ETA would provide 225 hours of service per week during its first year. (For reference, EMGO's contract provided 167 hours/week of service, in addition to SRR's pre-existing services of 52 hours/week, totaling 217 hours/week.) These levels should allow ETA to provide limited but reliable and consistent service to northern parts of the County while serving the Little Traverse Bay area with regular flex routes and dial-a-ride service from 6 a.m. to 10 p.m. during weekdays, with some Saturday service.

Assumption 4: There would be a gradual expansion of services as experience and organizational capacity increases, to 300 hours/week in year 2 and 450 hours/week in year 3.

Assumption 5: Cost per vehicle hour of operation of other transit systems in the region, as reported to MDOT, provide sound data for ETA estimates. The average cost/vehicle hour of 9 transit services in northern Michigan in 2019 was \$63.74. Cost estimates in this example analysis use a fairly generous amount of \$70/vehicle hour for year 1, increased by 2% annually thereafter.

Assumption 6: State and Federal funding would continue at the current rate of 55.5% of eligible operating costs. A conservative estimate of the portion of operating costs covered by fares is 5%. Therefore, ETA's local revenues would need to provide about 40% of total operating costs. Many transit systems also have contracts

for service, but this potential source of revenue was not included in this analysis. Nor were any provisions made for possible operating support from LTBB. Likewise, no revenue was projected from advertising, though net marketing cost estimates were included.

Assumption 7: Capital needs for new or replacement vehicles would be funded by MDOT grants or other sources, although provision is made for a \$50,000/year capital replacement reserve in Option 1. No other grant funding for capital or other costs is included.

Table 2A summarizes the service levels reflected in the assumptions above and the division of annual operating costs by source:

TABLE 2A: EXAMPLE SERVICE LEVELS AND OPERATING COSTS							
Year	Hours per week	Yearly hours	Annual operating cost @ \$70/vehicle hour +2%/year inflation	State Local Bus Operating (37.5%)	Federal 5311 Operating Assistance (18%)	Farebox @ 5% of Total Eligible Expenses	ETA Local Operating Revenues Required
1	225	11,475	\$803,250	\$301,219	\$144,585	\$40,163	\$317,284
2	300	15,300	\$1,092,420	\$409,658	\$196,636	\$54,621	\$431,506
3	450	22,950	\$1,671,403	\$626,776	\$300,852	\$83,570	\$660,204

EXAMPLE – For Illustrative Purposes Only

In addition to annual operating costs, each of the two ETA service options would entail one-time start-up costs, vehicle rehabilitation and replacement, other capital costs such as physical facilities and office equipment and furniture, and staffing. Estimates of these additional costs are detailed below. Table 2B below presents a summary of all estimated costs for initiating ETA transit services over its first three years of operation.

TABLE 2B: EXAMPLE COST ESTIMATES FOR FIRST THREE YEARS OF ETA OPERATION					
Option/Year	Local Share of Operating Expenses	Additional start-up & capital expenses	Vehicle rehab and replacement	ETA Director & Other Staff Benefits	TOTAL
<i>Option 1: Stand-Alone Transit Services</i>					
1	\$317,284	\$145,000	\$40,000	\$45,000**	\$547,284
2	\$431,506	\$35,000	\$92,000*	\$30,000**	\$588,506
3	\$660,204	\$35,000	\$104,000*	\$30,000**	\$829,204
<i>Option 2: ETA Contracts for Transit Services</i>					
1	\$317,284	\$65,000	\$0***	\$120,000	\$502,284
2	\$431,506	\$35,000	\$0***	\$150,000	\$616,506
3	\$660,204	\$35,000	\$0***	\$160,000	\$855,204

EXAMPLE – For Illustrative Purposes Only

* includes \$50,000 capital replacement reserve

** although most staffing costs would be included in operating expenses under this option, a small allowance is provided for additional staff in the ETA's early years to help launch the Authority, orient and train Authority Board members, coordinate with other transportation providers, and related tasks.

*** included in contract for services as operating expenses

Service Levels and Operating Costs – Year 1

The table below provides the cost estimates for year 1, at three different service levels. At the 225 hours/week level, ETA would need approximately \$320,000 to meet local revenue needs.

TABLE 2C: EXAMPLE FIRST YEAR SERVICE LEVELS AND OPERATING COSTS							
NUMBER OF BUSES	HOURS PER WEEK	YEARLY HOURS	ANNUAL OPERATING COST @ \$70/VEHICLE HOUR	STATE LOCAL BUS OPERATING (37.5%)	FEDERAL 5311 OPERATING ASSISTANCE (18%)	FAREBOX @ 5% OF TOTAL ELIGIBLE EXPENSES	ETA LOCAL REVENUES REQUIRED
3	165	8,415	\$585,050	\$220,894	\$106,029	\$29,453	\$232,675
4	225	11,475	\$803,250	\$301,219	\$144,585	\$40,163	\$317,284
6	300	15,300	\$1,071,000	\$401,625	\$192,780	\$53,550	\$423,045

EXAMPLE – For Illustrative Purposes Only

Option 1: Stand-alone transit service

In Option 1, the majority of costs of ETA's Executive Director and other central staff would be included within the overall operating cost estimates. However, a small allowance (\$30,000 per year) is provided for additional staff in the ETA's early years to help launch the Authority, orient and train Authority Board members, coordinate with other transportation providers, and related tasks. In addition to these operating costs, beginning a stand-alone system would require additional capital and other start-up costs. These would include furniture and equipment; garage, maintenance and office space; vehicles; marketing and branding; and staff training. These costs are described below.

Vehicle cost: If ETA establishes a stand-alone service, MDOT could likely reassign vehicles that are surplus or otherwise available for replacement from other transit agencies at little capital cost to ETA. In fact, SRR currently has 2-3 surplus vehicles that were used for EMGO. As used vehicles reassigned or purchased from other transit agencies will often have met their useful service lives, most will need upgrades to be serviceable and their ongoing maintenance costs will be substantially higher. A capital cost of \$10,000 each is estimated for purchase and/or refurbishing of used vehicles to initiate ETA services. In future years, grant funding may be available from MDOT, Little Traverse Bay Bands of Odawa Indians (LTBB), and other programs to purchase new transit vehicles, but contingencies to help cover these capital costs—as well as a capital replacement budget—would be prudent and are estimated at \$50,000 annually in years 2 and 3. The surplus vehicles available at no or low cost initially are likely to be mid-sized buses. It is recognized that smaller, more energy-efficient vehicles are more appropriate for many rural transit routes. As funds are available for subsequent vehicle replacement, new vehicles will be purchased with a goal to 'right-size' them for ridership.

Facilities: As noted above, this analysis assumes that FCEC would continue to operate its transportation services during at least the first two years of operation of an ETA. Therefore, it is assumed that FCEC's facilities would not be available to ETA and the authority would need to lease or purchase its own garage, office and dispatch, and possibly maintenance facilities. (Maintenance costs could be contracted out and thus incorporated in operating costs.) These would most likely be in one central location in the Petoskey area, but could also include a place to garage a vehicle overnight in the northern part of the County. For purposes of this analysis, \$60,000 in initial year costs is estimated for these expenses.

Office Equipment: ETA would need to purchase office desks, chairs, tables and other furniture; computers, tablets and software for dispatching/accounting; a phone system; IT infrastructure; and possibly bus maintenance equipment (e.g., a bus washer). Start-up costs could add up to between \$50,000 and \$100,000 depending on software requirements and administrative/dispatch staff size.

Finally, it is estimated that ETA would spend at least \$10,000 in the first year for marketing, public education and branding costs, net of advertising revenue.

<i>Facilities</i>	<i>Furniture & Equipment</i>	<i>Vehicles</i>	<i>ETA Staff, Recruitment & Training</i>	<i>Marketing & Branding</i>
<i>\$60,000</i>	<i>\$75,000</i>	<i>\$40,000</i>	<i>\$45,000</i>	<i>\$10,000</i>

EXAMPLE – For Illustrative Purposes Only

Adding these example estimates together, Option 1 would require an initial investment by ETA of approximately \$230,000 in year one. Thus, total funding needs for ETA under the stand-alone option would equal an estimated \$547,000 in its first full year of operation.

Option 2: Contracting for services

Under this option, ETA would not apply for funding from MDOT but instead would negotiate with another transit agency to reimburse them for their local share of operating expenses incurred for services in Emmet County. The other agency would include the additional service to their current budgets and receive State and Federal operating assistance for the hours contracted. Vehicles would be provided via the contracted entities.

To manage and oversee the contracted transit services on behalf of ETA, to promote and represent ETA with Emmet County transit stakeholders, to support the ETA Board, and provide a central point of contact for public transit services in Emmet County, it is projected that ETA would employ an Executive Director and a small additional staff. For purposes of this analysis, it is estimated that ETA would hire or contract with a full-time director from the outset and add a Mobility Coordinator and one support staff position later in the first year of operations. These costs include those related to the meetings and support of the ETA Board. This staff would have much reduced costs for office space, furniture and equipment compared to Option 1. However, the agency with which ETA contracts would likely incur some capital expenses in addition to operating costs for providing expanded transportation services. These could include dispatch software expansions and licensing fees, additional tablets for vehicles/drivers, as well as computer, office and communications equipment. Start-up costs under this option are estimated in the following table:

<i>Facilities</i>	<i>Furniture & Equipment</i>	<i>Vehicles</i>	<i>ETA Director & Other Staff/Benefits</i>	<i>Marketing & Branding</i>
<i>\$15,000</i>	<i>\$40,000</i>	<i>\$0</i>	<i>\$120,000</i>	<i>\$10,000</i>

EXAMPLE – For Illustrative Purposes Only

Adding these estimates together, Option 2 would also require an investment in capital costs and staffing by ETA of approximately \$185,000 in year one. Thus, total funding needs for ETA under this option would equal an estimated \$500,000 in its first full year of operation.

Cost Estimates for Years 2 and 3

For years 2 and 3, an increase in annual operating costs of 2% annually is estimated. As noted above, although State and Federal funding amounts do vary slightly from one year to the next, they have been kept the same in this analysis. Service levels are projected to increase from 225 hours/week in year 1 to 300 hours/week in year 2 and 450 hours/week in year 3.

TABLE 2D: EXAMPLE SERVICE LEVELS AND OPERATING COSTS, YEARS 2 AND 3							
YEAR	HOURS PER WEEK	YEARLY HOURS	ANNUAL OPERATING COST @ \$70/VEHICLE HOUR +2%/YEAR INFLATION	STATE LOCAL BUS OPERATING (37.5%)	FEDERAL 5311 OPERATING ASSISTANCE (18%)	FAREBOX @ 5% OF TOTAL ELIGIBLE EXPENSES	ETA LOCAL OPERATING REVENUES REQUIRED
1	225	11,475	\$803,250	\$301,219	\$144,585	\$40,163	\$317,284
2	300	15,300	\$1,092,420	\$409,658	\$196,636	\$54,621	\$431,506
3	450	22,950	\$1,671,403	\$626,776	\$300,852	\$83,570	\$660,204

EXAMPLE – For Illustrative Purposes Only

The following table estimates additional capital, ETA management, and other expenses for **Option 1**, in which ETA operates a stand-alone transit system. This analysis does not project what any impacts on service levels, costs, and/or revenue of beginning the integration of FCEC's transportation services and/or existing services provided by SRR into ETA in year 3 would be.

Year	Facilities	Furniture & Equipment	Vehicle Rehab & Replacement	ETA Staff, Recruitment & Training	Marketing & Branding	TOTAL
2023	\$5,000	\$10,000	\$92,000	\$40,000	\$10,000	\$157,000
2024	\$5,000	\$10,000	\$104,000	\$40,000	\$10,000	\$169,000

EXAMPLE – For Illustrative Purposes Only

Similarly, for **Option 2** the next table estimates the ETA leadership and other staffing costs and other expenses not likely to be included within the operating expenses contracted from other agencies:

Year	Facilities	Furniture & Equipment	Vehicles	ETA Director & Other Staff/Benefits	Marketing & Branding	TOTAL
2023	\$15,000	\$10,000	\$0	\$150,000	\$10,000	\$185,000
2024	\$15,000	\$10,000	\$0	\$160,000	\$10,000	\$195,000

EXAMPLE – For Illustrative Purposes Only

NOTES:

1. Estimates for capital/start-up expenses are obviously ballpark, especially the estimate for facilities in first year under Option 1. If ETA leases garage, office and other facilities, these would likely be included as operating costs, although there could be some costs to upgrade/rehab the leased facilities. If it purchases them, the costs are likely to be higher than the \$60,000 estimated.
2. Assumes that capital needs for vehicles will come from MDOT/other grants, except that it does build in a \$50,000/year capital replacement reserve in Option 1 (which may be too high)
3. This does not include any revenue from potential contracts
4. This does not include any funding for operations or capital from LTBB
5. This does not include any possible grant funding for anything
6. This does not include revenue from advertising except insofar as it is reflected in net marketing cost estimates
7. Starting cost of \$70/hour may be high. SRR/EMGO used \$57, and regional average is ~\$64.

APPENDIX 3
Estimated Millage Revenue and Tax Burden

EXAMPLE – For Illustrative Purposes Only

To calculate the annual revenue generated by a millage you would take the total taxable value of all property in Emmet County, divide by 1,000 and multiply it by the levy. Tax capture plans, property abatements and exemptions will change the amount received, but overall, these are not likely to be significant. The table below shows the equalized and taxable value of real property in the County as presented in the County's 2020 equalization report:

TABLE 3: EQUALIZED AND TAXABLE VALUE OF EMMET COUNTY PROPERTIES, 2020		
Property type	2020 Equalized Value	2020 Taxable Value
Agricultural	\$48.8 million	\$32.6 million
Commercial	\$411.7 million	\$344.1 million
Industrial	\$15.7 million	\$11.9 million
Residential	\$3,603.0 million	\$2,631.4 million
Personal Property	\$121.0 million	\$120.6 million
Total	\$4,200.2 million	\$3,140.5 million

Excluding personal property and rounding down to take into account tax capture plans and other exemptions, the taxable value of all properties in the County was approximately \$3.0 billion in 2020. Therefore, a 1.0 millage would produce annual revenues of approximately \$3 million; a 0.30 millage would yield approximately \$900,000 annually.

The table below shows what the impact of this millage would be at different taxable property values. At a millage of 0.30, approximately 75% of residential homeowners in the County would pay \$38.96 or less per year (which amounts to less than \$3.25 a month), as shown in the table below:

TABLE 6B: IMPACT OF MILLAGE RATES ON IMPROVED RESIDENTIAL PROPERTIES OF DIFFERENT TAXABLE VALUE, EMMET COUNTY 2020				
Quartile	Equalized Value	Taxable Value	0.30 millage	
			Annually	Monthly
25%	\$ 62,000	\$ 45,895	\$13.77	\$1.15
50% (median)	\$ 98,400	\$ 76,276	\$22.88	\$1.91
75%	\$167,400	\$129,880	\$38.96	\$3.25

EXAMPLE – For Illustrative Purposes Only

The 2020 Equalization Report also includes a breakdown of the percentage of equalized value in each township and municipality. The following table provides that breakdown for key local jurisdictions:

Township/Municipality	Percentage of Total County Equalized Value
Petoskey	15.77%
Bear Creek	14.73%
Resort	12.56%
Little Traverse	12.22%
West Traverse	10.94%
Harbor Springs	8.81%
Littlefield/Alanson	4.11%
Springvale	3.45%
Total for 7 northern townships in District 1	9.95%

APPENDIX 4

Emmet County Transit Authority Work Group Members

1. Nikki Devitt, Petoskey Regional Chamber of Commerce (co-convenor)
2. Kassia Perpich, Petoskey-Harbor Springs Area Community Foundation (co-convenor)
3. Jessyca Stoeper, Co-Chair, Thriving Petoskey Committee; Thrive 45 Young Professionals; and Leadership Little Traverse Class of 2020 (chair)
4. Stella Kay, Vice Chair, Little Traverse Bay Bands of Odawa Indians
5. Amanda Swiss, Planning Director, Little Traverse Bay Bands of Odawa Indians
6. Denneen Smith, Executive Director, Friendship Centers of Emmet County
7. Derek Peters, Vice President of Human Resources, McLaren Northern Michigan
8. Patrick Faylor, Managing Partner, Wineguys Restaurant Group
9. Amanda Bomers, Human Resources Director, Boyne Highlands Resort
10. Becky Carpenter, Director of Learning Support Services, North Central Michigan College
11. Rebeca Otto, Executive Director of Char-Em United Way and Chair, Friends Enhancing Emmet Transit (FEET)
12. Mary Catherine Hannah, Executive Director, The Village of Hillside and Perry Farm Village, Harbor Springs
13. Carolyn Ulstad, Transportation Program Manager, Groundwork Center for Resilient Communities
14. David White, former city manager and West Traverse Township Zoning Administrator (and Emmet County Commissioner, serving in his personal capacity)

Volunteer support provided by Emmet County residents, Martha Lancaster and Scott Smith

APPENDIX 5

WORK PLAN AND TIMELINE FOR TRANSIT WORK GROUP

1. Introduction and Orientation – November 10, 2020
 - Introduce Work Group members
 - Summarize background and context that led to the formation of the Work Group
 - Provide an overview and discussion of Work Group objectives and deliverables
2. Development of Work Plan and Timeline – November 24, 2020
 - Questions/comments on briefings provided during November 10 meeting
 - Discussion of Advisory Committee and its role
 - Review and finalize proposed work plan and schedule
 - Identification of additional information needed by Work Group
3. Public Transportation Authorities – December 8, 2020
 - Review key issues related to creating an Emmet Transit Authority
 - Presentations/Q&A with other transit managers: MDOT, Benzie Bus, Wex Express
4. Input on Transit Needs from Social Services Organizations and Non-Profits – December 22, 2020
 - Presentations/Q&A with social services/non-profit representatives from the Advisory Committee
5. Input on Transit Needs and Opportunities for Collaboration from Local Businesses – January 5, 2021
 - Presentations/Q&A with business representatives from the Advisory Committee
6. Discussion of Options for Creating an Emmet Transit Authority – January 19, 2021
 - Review pros and cons of (1) County-only, (2) County + other local governments, and (3) other local governments only creating transit authority
 - Review of EMGO/SRR ridership numbers—rider categories and geographic distribution
 - Presentations/Q&A with other transit managers, including ridership numbers and geographic distribution: FCEC, LTBB, others (e.g., Odawa Casino, Independence Village, Bay Connect, Petoskey Club)
 - Discussion of options with local government representatives from the Advisory Committee
7. Work Group Consideration of Issues from Previous Meetings – February 2, 2021
 - Review key issues for decision
 - Review draft EMTA Articles of Incorporation
 - Identify outstanding issues and additional information/input needed by Work Group
8. Formulate Work Group Recommendations on Transit Authority Organization – February 16, 2021
9. Transit Service Levels and Financial Requirements – March 2, 2021
 - Review proposed service levels over years 1-5 of implementation and funding needs for transit authority (including millage amount)
 - Draft work plan for the first year of the authority's operations
 - Proposed start-up staffing, budget, and funding sources

10. Input from Advisory Committee on Work Group recommendations – March 16, 2021

11. Finalization of Work Group recommendations – March 30, 2021

- Transit authority Articles of Incorporation
- Draft millage ballot proposal
- First year work plan, budget, and funding sources
- Mid-term plan and long-term vision for public transit services in Emmet County

APPENDIX 6

Transportation Services in Emmet County

Transportation services are provided to Emmet County residents by many organizations. The largest number of rides are provided by two “public transit” agencies: Straits Regional Ride (SRR) (and until December 2020, EMGO funded by Emmet County through a contract with SRR) and the Friendship Centers of Emmet County (FCEC). Both receive operating support and capital equipment from the Michigan Department of Transportation (MDOT) and Federal funding. In addition, several senior living facilities, non-profits, and other organizations serve their clients with transportation services, mostly in the Petoskey-Harbor Springs area. There are also few taxi and/or limousine services available in Emmet County. This paper and the attached table summarize these services to provide as comprehensive picture as possible of transportation in the County.

Public Transit

In 2019, a total of 34,619¹ rides were provided in Emmet County by the two public transit agencies. This is an increase from 28,845 provided in 2017, although much of the increase provided by the expanded EMGO services was offset by decreases in rides provided by FCEC. SRR (including EMGO) provided 18,017 rides in Emmet County, up from 5,752 in 2017 before EMGO. These rides were 38% of the total number of rides provided by SRR in its 3-county service area (including Cheboygan and Presque Isle). SRR’s total expenses in 2019 in all 3 counties were \$1,241,892.

Emmet County compiled data from SRR drivers’ logs for the months of August through November 2019 that provide an excellent window on this ridership. While this data covers only 4 months, this time period was probably the peak of EMGO services and bridges summer and fall, so is likely to be fairly representative. During this 4-month period, SRR provided 4,566 rides. The breakdown of rides by different groups was 35% seniors; 26% full fares (i.e., not any of the other groups); 25% disabled; 8% seniors with disabilities; and 1% students (with 5% unknown). Analysis of this data shows that there were 649 unique pick-up or drop-off addresses, which is a reasonable proxy for the number of individual riders during this period. This analysis also revealed that 37% of all rides started before 9:00am or ended after 3:30pm. These numbers, of course, are very much a function of where the services were provided, and there is very little reliable information on unmet demand. That said, the data show that during this 4-month period about 6% of total rides originated somewhere other than Petoskey or Harbor Springs. Most of these rides were logged as originating along the US31 corridor north of Petoskey. Looking closely at the rides logged as originating in Petoskey, it is clear that some of these were actually in Bear Creek and Resort Townships, some several miles from the city.

FCEC provided 16,602 rides in 2019, down from 23,093 in 2017 and 20,346 in 2018. Dial-a-ride service was provided between 9am and 4pm Mondays through Fridays. When EMGO began operations, FCEC stopped providing rides to anyone other than their primary client group: seniors and persons with disabilities. Riders in 2019 were 43% seniors, 32% seniors with disabilities, 17% non-seniors with disabilities, and 7% others. FCEC identified 418 unique individuals to whom these rides were provided. Of these individuals, 80% were from the greater Petoskey area: 193 from the City of Petoskey, 105 from Bear Creek Township, and 38 from Resort Township. In 2019, FCEC employed two full-time and two part-time drivers and a full-time dispatcher who is also able to drive if needed. FCEC’s transit budget in 2019 was \$300,376. Ridership numbers were significantly lower in 2020 due to the COVID pandemic, with only 7,856 rides provided to 273 individuals. It currently operates 2-3 buses daily, with 2 additional buses as back-ups.

¹ Numbers provided for SRR/EMGO and FCEC are for the fiscal year from October through September.

Senior Living Facilities

Information collected from a number of other organizations is summarized in Table 1. Most of these are senior living facilities in Petoskey or Harbor Springs: Village of Hillside and Perry Farm Village, Bay Bluffs, Independence Village, Villa by the Bay, and American House. Together, in 2019 before COVID restrictions resulted in significantly less travel, these facilities provided approximately 4,500 rides per year to their residents. Two other senior living facilities (Mallard Cove and Pineview Cottage) do not provide transportation services themselves, but help residents arrange for rides at their own expense.

Other Organizations

Several other organizations provide transportation services for their clients or specific groups. The Petoskey Club uses its van primarily to transport its Charlevoix County clients, as well as for evening, holiday, and weekend programming. Through an agreement with SRR or the purchase of punch passes/vouchers, it has used SRR—or occasionally FCEC—for its Cheboygan and Emmet County residents for the past several years, especially during the time expanded services in Emmet were provided through EMGO. With the termination of EMGO services effective the beginning of 2021, options for their clients are now significantly more limited.

The Salvation Army provides rides to its after-school programs for students from Concord Academy, as well as its bell ringers during the season and to Harbor Hall residents for recreational activities. The Department of Human Services provides non-emergency medical transportation or reimbursement for Medicaid recipients in its 3-county service area, as well as transportation assistance for visitations when a child is a ward of the State. The Little Traverse Bay Bands of Odawa Indians (LTBB) Elders Department currently transports approximately 100 meals three times per week to homebound Elders and a limited number of rides for errands, but when congregate meals are offered it provides rides twice a week for approximately 30 Elders to the meal sites and for shopping (e.g., pharmacy, food). It operates 3 routes throughout Emmet County and to Tribal housing just inside Charlevoix County on Murray Road.

The table also includes information about the Petoskey Downtown Trolley and on four taxi or limousine services operating in the area.

The Northwest Michigan Community Action Agency (NWCAA) does not provide transportation services in Emmet County, although elsewhere within its 10-county service area it contracts or provides vouchers for public transit or school systems to transport Head Start children to classes. Because of extreme difficulty in finding drivers, NWCAA runs only a couple of buses throughout its region. Similarly, Veterans Affairs does not provide transportation services in Emmet County, although they do in other counties in northern Michigan (e.g., Cheboygan). Veterans get mileage reimbursement to visit VA clinics or approved providers, but have to arrange their own rides.

TABLE 6A: Transportation Services Provided in Emmet County

Organization	Rides/ month	Total rides: 2019	Total rides: 2020	Clients	Residences of clients	Vehicles	Who drives?	Provide vouchers, payment?	Total annual transportation expenditure
SENIOR LIVING FACILITIES									
Bay Connect	30-45	300+	~100	Residents of Village of Hillside and Perry Farm Village + members of Bay Connect. 95% seniors and persons with disabilities	~75% in Petoskey-Harbor Springs corridor; remainder in Harbor Springs	15-passenger van + mini-van (will be changing to different vehicles in 2021)	Dedicated driver	No	\$15,000
Bay Bluffs	~2,000/ year			Residents from the hospital, to/from physician appointments, and for outings/activities in the community, mostly within Emmet County. All are seniors with medical conditions.	At Bay Bluffs	Two owned light duty vehicles with lifts that transport up to 5 people in wheelchairs at a time.	Multiple staff who are trained and able to drive. We have one individual whose duties primarily include transport but he also provides 1:1 care for dementia residents.	No	<\$10,000 for bus upkeep and maintenance; staff costs not budgeted for transportation.
Independence Village	~96: ~8/day, 3 days/week	~1,000	~300	Residents only, within a 5-mile radius in the community	At Independence Village in Petoskey	One 12-passenger shuttle with wheelchair lift	Dedicated drivers	Yes, if shuttle driver out due to illness, etc.	
American House	40	~580 (pre-COVID)		Residents; all seniors or persons with disabilities in the Petoskey/Harbor Springs area	At American House in Petoskey	1 owned wheelchair-accessible van	2 staff members licensed to drive	Yes, for SRR/EMGO and FCEC. No vouchers for taxis.	

Organization	Rides/ month	Total rides: 2019	Total rides: 2020	Clients	Residences of clients	Vehicles	Who drives?	Provide vouchers, payment?	Total annual transportation expenditure
Villa by the Bay	~40	~480	Less than 2019 due to COVID	Residents, to doctor and other medical appointments in Petoskey area	At Villa by the Bay in Petoskey	1 wheelchair-accessible van	A couple of staff members are drivers		\$5,000
OTHER ORGANIZATIONS									
Salvation Army	~3/day, 60/month during school year (6-8/day pre-COVID)			Afterschool children from Concord Academy to Salvation Army (public school students transported by school buses); bellringers during season (4-6/day); Harbor Hall residents for recreational activities	Petoskey area	1 Mini-van, 2 transit vans, and a bus.	Staff members	Yes	
Department of Human Services	20-30	~300 (Oct. 2018-Sept. 2019)	~200 (Oct. 2019-Sept. 2020)	Non-Emergency Medical Transportation (NEMT) or reimbursement for Medicaid recipients in Antrim, Emmet and Charlevoix Counties. Child Protective Services and/or Foster Care also assist with transportation to visitations when a child is a ward of the state.	Approximately 40% from Petoskey and surrounding area	Personal vehicles belonging to volunteers	5 volunteer drivers to cover all 3 counties, who are reimbursed at the State mileage rate (\$0.575/mile for 2019 and 2020)	Can pay for bus tickets or rides on public transit for clients who are Medicaid eligible.	

Organization	Rides/ month	Total rides: 2019	Total rides: 2020	Clients	Residences of clients	Vehicles	Who drives?	Provide vouchers, payment?	Total annual transportation expenditure
Petoskey Club	~60 primarily for clients living in Charlevoix County		700- 800 (Oct. 2019- Sept. 2020)	Petoskey Club clients, primarily in Charlevoix County. (Emmet and Cheboygan County clients provided transit through contract with Straits Regional Ride or bus passes for use on FCEC buses for clients in Petoskey area). Persons with disabilities; approximately 15% seniors	Emmet, Cheboygan and Charlevoix Counties	15-passenger van	Part-time Petoskey Club employees	Yes	~\$42,000 including vouchers and SRR contract services; not including initial cost of purchasing vans
Little Traverse Bay Bands of Odawa Indians				LTBB's Elders Department transports homebound food service at this time. When congregate meals are offered, we will pick up our Elders and bring them to the site for meals and provide shopping opportunities for them.					
Petoskey Downtown Trolley	50-100 daily 5 days/week from mid- June to Labor Day			Guests and customers to downtown Petoskey		One 26-seat trolley owned by Downtown Management Board	3 part-time seasonal drivers	No	~\$10,000

Organization	Rides/ month	Total rides: 2019	Total rides: 2020	Clients	Residences of clients	Vehicles	Who drives?	Accept vouchers, payment?	Total annual transportation expenditure
TAXIS/LIMOS									
Holiday Inn Express/Apple Tree Inn, Days Inn				Hotel guests to downtown Petoskey and Casino only		1 stretch limo	Staff member		
A Reliable Ride Taxi				Around Petoskey, afternoons and evenings (mainly bars, Casino); sometimes to Traverse City airport		1 5-seat vehicle	Owner	Hospital provides payment for rides	
Steven's Taxi				Many of his rides are long- distance (e.g., St. Ignace, Kalkaska)		1 Prius	Owner	Bear River Health provides payment for rides	
Up North Rides				"Black car" service to airport, wine rides; not much regular taxi service due to minimum charge		4 vehicles: SUVs, limos			

APPENDIX 7

ADDITIONAL ADVISORS WHO PROVIDED INPUT TO THE WORK GROUP

(List current as of 6-10-21; we continue to dialogue with people all over the county to glean their unique perspectives on this issue. The list below does not include people we contacted but did not hear back from.)

Business Representatives

1. Bonnie Kulp, Executive Director, Harbor Springs Chamber of Commerce
2. David Mitchell, Walmart
3. Marty Van De Car, Odawa Casino
4. Stefanie LaRoque, Meijer
5. Patrick Faylor, Wineguys Restaurant Group
6. Lindsey Manthei-O'Connor, The Manthei Group
7. Amanda Bomers, Boyne Highlands
8. Derek Peters, McLaren Northern Michigan
9. Becky Carpenter, North Central Michigan College
10. Jeffrey Kozisek, Vine Ride LLC

Human Service and Non-Profit Organization Representatives

1. Jim Moore, Executive Director, Disability Resource Network
2. Natalie Kasiborski, Health Department of Northwest Michigan
3. Natalie Weber, North Country Community Mental Health
4. Jama Moffett, Director, Petoskey Club
5. Gail Kloss, Executive Director, Women's Resource Center
6. Jennifer Knapp, Executive Director, HARBOR Inc. and The Loft
7. Brent Bolin, Executive Director, Top of Michigan Trails Council
8. Kerry Baughman, Northwest Michigan Community Action Agency
9. Pat McGinn, President, Harbor Hall
10. Liz Eddington, Director, YMCA of Northern Michigan
11. Vicki Ulrich, Michigan Department of Health and Human Services
12. Jen Schaap, Groundwork Center for Resilient Communities
13. Mary Catherine Hannah, Executive Director, Presbyterian Villages of Michigan
14. Jennifer Knapp, Executive Director, HARBOR, Inc.
15. Jim Rummer, Career and Technical Education Director, Char-Em ISD

Local Government Representatives

1. Rob Straebel, Petoskey City Manager
2. Victor Sinadinoski, Harbor Springs City Manager
3. Denny Keiser, Bear Creek Township Supervisor
4. Jim Bartlett, West Traverse Township Supervisor
5. Bill Dohm, Little Traverse Township Supervisor
6. Diana Keller, Clerk, and Marie Garrett, Treasurer, Cross Village Township
7. Stella Kay, Vice Chair, LTBB
8. Michael Reaves, Emmet County Administrator
9. David Boyer, Emmet County Deputy Administrator
10. Pam Gibson, Emmet County Director of Finance

Other Public Transit Managers

1. Mary Roberts, Elders Director, LTBB
2. Valerie Shultz, Unit Supervisor, Transportation Services Section, MDOT Office of Passenger Transportation
3. Lisa Hoig, Transportation Director, Friendship Centers of Emmet County
4. Carrie Thompson, Executive Director, Cadillac-Wexford Transportation Authority
5. Bill Kennis, Executive Director, Benzie Transportation Authority
6. Kelly Dunham, Executive Director, Bay Area Transit Authority
7. Jill Drury, Executive Director, Charlevoix County Transit
8. Tracy Fisher, Director, Kalkaska Transit Authority
9. Tim Cherwinski, Director, Otsego County Transit

APPENDIX 8

SUMMARY OF SURVEYS AND PLANNING PROCESSES ON PUBLIC TRANSIT IN EMMET COUNTY

Historically, limited public transit services have been provided within Emmet County by the Friendship Centers of Emmet County (FCEC) and Straits Regional Ride (SRR), a three-county service based in Cheboygan. Since at least the early 2000s, a number of studies have been conducted on the need for expanded and more comprehensive public transit service in the County. **These studies documented widespread consensus of a considerable unmet need for public transit.** The principal studies and surveys include:

1. In September 2005, an *Emmet County Transportation Coordination Plan* was completed by the Emmet 20/20 Community Access Transportation Team, the Northeast Michigan Council of Governments, and Michigan Department of Transportation. The plan found that public transportation tends to be used more by four primary groups: persons with low income, persons living in households with no or limited access to automobiles, seniors, and persons with certain disabilities. It identified opportunities to increase ridership provided by SRR in the County. It concluded that, while there are persons needing assisted transportation throughout the County, background studies and data clearly show the need to focus greater transportation resources into the areas with the highest needs. The plan proposed an “around town” demand response (dial-a-ride) system combined with scheduled out-county flexible routes. It recommended a small-scale start-up, with the anticipation that the system would grow as ridership and opportunities increased. The report recommended a countywide transit millage and creation of an Emmet County Transportation Authority to operate a countywide public transit system.
2. In November 2007, a *Petoskey Area-Wide Transportation Study* was conducted for the Northwest Michigan Council of Governments (now Networks Northwest) by the Corradino Group. This was not a Countywide study, but focused on the Petoskey area. Its scope included road improvements, transit, and non-motorized transportation alternatives. The report endorsed the transit recommendations of the 2005 *Transportation Coordination Plan*, and also concluded that a fixed-route service may be desirable for the Petoskey area that could provide easy connections between major destination areas (downtown, the Anderson Road commercial area, hotels, the casino, Bay View, and North Central Michigan College).
3. In May 2012, a report on *Proposed Public Transit Service Options for Emmet County* was prepared by John Drury of JDrury Consulting LLC for Friends Enhancing Emmet Transit (FEET). This report was based on the 2005 *Transportation Coordination Plan* and the 2007 Corradino report, and proposed three service options: (a) an expansion of SRR service to provide countywide transit services; (b) a stand-alone countywide public transit service; and (c) a limited public transit service in the City of Petoskey and surrounding townships. The report’s proposals assumed that transit services provided by FCEC would be transferred to any new public system. Service details, resource requirements and cost estimates were offered for all three options. The report recommended the first option.
4. In late 2015, a public transit survey was conducted throughout Emmet County by Cathlyn Sommerfield, of CS Research & Consulting assisted by HARBOR Inc. and funded by Emmet County and the Little Traverse Bay Bands of Odawa Indians (LTBB). The purpose of this survey was to assess interest in, and willingness to pay for, public transportation in Emmet County. Respondents were asked to indicate the frequency with which they currently use Emmet County public transit options, and the likelihood of using a more comprehensive system, if available. In addition, respondents rated public transportation as a community priority and

indicated whether or not they believe the issue of expanded public transportation should be put to public vote, as well as how much they would be willing to pay for an expanded system. A mail survey was conducted with a random sample of 1,100 Emmet County registered voters from the August 2014 voter list; there was a 77% response rate. Of those expressing an opinion, 28% indicated that they or a member of their household would definitely/probably use a more comprehensive public transportation system, while 72% indicated they would probably/definitely not. Of those expressing an opinion, 24% rated public transportation a "High Priority," while 34% assigned a "Medium Priority" rating; 22% indicated they would rate public transportation a "Low Priority" and 20% indicated public transportation is "Not a priority." On the question of whether they believed that the issue of funding an expanded public transportation system in Emmet County should be put to a vote of the public, of those expressing an opinion, 78% indicated definitely/probably yes, while 22% indicated probably/definitely not. Lastly, approximately 66% of respondents indicated they would be willing to pay an amount ranging from more than \$5/month to less than \$1/month to support an expanded public transportation system; 34% indicated they were not willing to pay.

APPENDIX 9

Other Transportation Authorities in Northern Michigan

Of the nine transit services in neighboring northern Michigan counties, five are operated by a Transportation Authority created by their respective County Board. How these authorities are organized is summarized here, and more detailed descriptions of two of the best performing transit systems in the region—Benzie Bus and Wex Express—are included as attachments (Appendix 9A and 9B).

Transportation authorities are created under State of Michigan Act 196. They have their own boards, are empowered to raise funds including through millages, and oversee the staff and operations of transit services outside the normal county staffing structure. Transit authorities can be vehicles for broader community and stakeholder involvement in the governance of a public transit system. They can provide a measure of distance for a County Board and Administrator from direct responsibility for funding decisions and day-to-day oversight of management and operations, while still providing checks on operations in various ways.

Benzie Transportation Authority

Benzie Bus is governed by the Benzie Transportation Authority. The Authority's Board of Directors originally had 9 voting members plus a (non-voting) Commissioner who acts as liaison to the County Board, all of whom were appointed by the County Board. Authority Board members initially were envisioned as representing various sectors or organizations within the community, but it proved difficult in practice to find people who were interested in serving on the Board from all of these sectors. Based on this experience, the Authority's Board was reduced to 7 voting members, plus the County Commissioner liaison. Local costs for Benzie Bus come primarily from a 0.50 mill millage which was approved initially in 2006 and has consistently been renewed by the voters of Benzie County since, most recently earlier this year. For additional information on Benzie Bus and the services it provides, see Appendix 9A.

Cadillac/Wexford Transit Authority

Public transit in Wexford County originated with a dial-a-ride service in Cadillac. A county-wide demand-response service was later added and these were combined in the Cadillac/Wexford Transit Authority (CWTA) in 1986. The Authority is based on an Interlocal Agreement between Wexford County and the City of Cadillac. CWTA now operates as Wex Express. It's headquarters in Cadillac have garage, dispatch and administrative space, and also serve as the local Indian Trails bus station, which facilitates transfers to and from this long-distance service.

CWTA has a 5-member Board of Directors with staggered 2-year terms. Four members are appointed by the County Board based on applications of interested individuals and selected to represent each quadrant of the county. The fifth member of the Board is appointed by the Cadillac City Council. A County Commissioner also serves as a non-voting member of the CWTA Board and as liaison to the County Board. New Board members receive orientation to public transit services as well as general training on board roles and responsibilities. The CWTA Board meets monthly. While the CWTA Board officially puts the transit millage on the ballot, the County Board has to approve this in advance. The CWTA Board provides monthly updates to the County Board and the minutes of its meetings are sent to the County Clerk. The CWTA Executive Director provides reports to the County Board and the Cadillac City Council approximately three times per year. Local costs for Wex Express come from a millage—currently 0.60 mill—approved by the voters of Wexford County, most recently earlier this year. For additional information on Wex Express and the services it provides, see Appendix 9B.

Bay Area Transportation Authority (BATA)

The Bay Area Transportation Authority was established in 1985, combining the former Leelanau County Public Transit (formed in 1981) and the City of Traverse City Dial-a-Ride (formed in 1974). BATA was incorporated as the successor organization to the Bay Area Transportation Authority in 1999. It serves all of Leelanau and Grand Traverse Counties, and the members of the Authority are those two counties. The BATA Board consists of 7 members. Four are appointed by Grand Traverse County, two are appointed by Leelanau County, and the seventh is an at-large member elected by the BATA Board. All members serve three-year terms and receive no payment for their service. In practice, one representative from each of the two counties is a serving County Commissioner, but that is not a requirement. In addition, an attempt is made for the Board to be informally (rather than literally) representative of the various transit constituents in the two counties: urban and rural areas, riders, the private sector, and marketing/advocacy. The Board approves BATA's annual operating budgets for submission to MDOT, reviews monthly financial report, and hires and reviews the performance of the Executive Director. All other BATA employees report to the Executive Director.

Local costs for BATA are funded largely through a millage in both counties. In 2107, the voters approved an increase of this millage to 0.50 mill (from the previous level of 0.35 mill) for five years by a vote of 55-45%. The amount and timing of millage ballot proposals are initiated by the BATA Board, but require approval from each County Board before being put to the voters.

In 2019, BATA provided more than 590,000 rides. It offers "Loop" services with dedicated routes and fixed stops and a "Link" service that functions as a traditional dial-a-ride. Three years ago, BATA's "Bayline" service was initiated with sponsorships from Munson Healthcare, the City of Traverse City, Traverse City Parking Services, several tourism- and festival-related organizations, Northwestern Michigan College, among others. The Bayline provides free rides every 15-minutes within the downtown Traverse City area from 7am to 11pm daily. Given the financial difficulties many of the sponsors have experienced in 2020 with the COVID-19 pandemic, BATA is now funding the Bayline service without individual sponsors. BATA also has a contract with the Commission on Aging (COA) to provide free door-to-door service on Mondays, Wednesdays and Fridays to seniors anywhere in Grand Traverse County. The costs of this program are covered through COA millage funds and donations. The COA's transportation program also includes taxi vouchers and BATA Link and Loop passes for seniors based on income levels.

In 2020, BATA received a \$13.4 million grant from the Federal Transportation Authority (FTA) to construct a new transit facility. BATA and Traverse City Housing are working on a joint development that would combine workforce housing and public transit.

Thunder Bay Transportation Authority

The Thunder Bay Transportation Corporation was formed in 1982 to provide rural transportation to human resources consumers, working closely with human service agencies like the Alpena-Montmorency-Alcona Educational Service District (AMAESD) and Northeast Michigan Community Mental Health (CMH) to serve the 3-county area. Thunder Bay Transportation Corporation also had funding for Regional Ride to help with medical transportation until the funding was discontinued by MDOT. The Alpena Dial-A-Ride Transportation (DART) service began operations in 1974. This is a demand-response service available only within the Alpena urban area. A 1.0 mill City property tax levy helps cover operating costs of the DART service. (A one-half mill tax levy was first instituted in 1976 by a vote of the City electorate and was renewed every 4 years by an average 3 to 1 vote margin. In 2005 the electorate approved an increase in the millage rate to 0.65. As of June 2020, the rate is at 1.0 mill.) In 2006, Thunder Bay Transportation Authority (TBTA) was organized to deliver the services

formerly provided by the Thunder Bay Transportation Corporation and Alpena's DART system. TBTA merged the two systems into a single system to provide more efficient service to both the city and local rural areas. TBTA initially contracted with a private, for-profit company to provide all of its staff and services, but in July 2017 it took over all operations directly. TBTA has a 7-member board of directors. It includes representatives of the City of Alpena and the three participating counties, all of whom are appointed by their respective County Boards or City Council. The other three directors are at large and recruited by the other board members to sit on the TBTA Board.

Kalkaska Public Transit Authority

The Kalkaska Public Transit Authority was created in 1987. It has a board of 5 members. Originally, these were designated as a township representative (elected by the townships), a representative of the Commission on Aging, a village of Kalkaska representative, a high school student, and a community representative. However, this has changed over time, and now the Board itself selects new members from the community at large when there is a vacancy—although there is always a student member (a high school senior at least 17 years old), reflecting KPTA's substantial student ridership. There are no term limits, and there currently is no active County Commissioner on the Authority Board. KPTA's funding comes in part from a 0.25 millage approved by the voters of Kalkaska County. KPTA's Board has the authority to put a transit millage on the ballot, but in practice it presents this first to the County Board. The KPTA board meets monthly.

APPENDIX 9A Benzie Bus

Key Staff: Bill Kennis, Executive Director; Chad Hollenbeck, Operations Manager; Jessica Carland, Mobility Manager

In the 1990s, transit services in Benzie County were provided by the Council on Aging (COA)—primarily for seniors and people with disabilities—and limited service from the Bay Area Transit Authority (BATA) based in Grand Traverse County. In the late 1990s and early 2000s, a “friends” group was formed to advocate for a more comprehensive public transit system that could meet additional needs, principally travel to and from employment. A needs assessment was conducted by the Corradino Group in 2002. As a result of this research and advocacy, in April 2006 the Benzie County Board of Commissioners created the Benzie Transportation Authority (BTA). The Authority Board organized community meetings and developed an initial plan of operations, and placed a 0.50 millage proposal on the ballot in November 2006. The millage passed 58% to 42%, and Benzie Bus began operations in January 2007. The millage was renewed in 2011, 2016 and again in 2020 (with support by 80% of voters).

Benzie Bus is governed by the Benzie Transportation Authority. The Authority’s Board of Directors originally had 9 voting members plus a (non-voting) Commissioner who acts as liaison to the County Board, all of whom were appointed by the County Board. Authority Board members initially were envisioned as representing various sectors or organizations within the community, but it proved difficult in practice to find people who were interested in serving on the Board from all of these sectors. Based on this experience, the Authority’s Board was reduced to 7 voting members, plus the County Commissioner liaison. However, the BTA has continued to have difficulty attracting Board members, and currently has one vacant position.

Benzie Bus began with 12 employees and 5 buses transferred from the COA. The COA’s senior-and-disabled service formed the core of the initial services provided. Demand increased rapidly once people were aware of the new service, with rides increasing to over 68,000 by the end of Benzie Bus’s first year. In fact, growth was much faster than forecast. Michigan Department of Transportation (MDOT) funding provided some additional used buses from other transit agencies in the early years. But in the initial years, Benzie Bus expenses were over budget, and services and staffing had to be cut back, which created issues between drivers and management and the Authority.

The original focus of the Benzie Bus service was on providing demand-response rides. Over time, and driven by a desire to use its buses more efficiently, this evolved into zone buses on flex-routes that operate from 5:30am to 8pm Monday through Friday and on Saturday from 7am to 5pm, and funnel into a cross-county route from Frankfort to its bus station/ headquarters east of Honor. All are flex-routes that accommodate individual riders within ¾ of a mile of the main route corridor, based on reservations (requested at least 2 hours in advance and by 4pm of the previous day). In addition, other routes provide early morning and late afternoon/evening service to and from Traverse City, including a TC Express and an Interlochen route in collaboration with BATA. Benzie Bus provides Non-Emergency Medical Transportation (NEMT) for medical appointments. Within Benzie County, Medicaid-approved riders are free, as are caregivers. Out-of-county NEMT rides are \$12 for a round trip; senior/disabled rates do not apply. Out-of-county rides connect to BATA in Interlochen and Manistee County Transportation at Kampvilla. Benzie Bus provides an airport service (upon request) to Traverse City and Manistee, with reservations required at least 48 hours in advance. It also offers a package delivery service, including prescriptions.

Benzie Bus's fare schedule is shown in the table below. Reduced fares are available for senior citizens (60 and older), persons with disabilities, and children 6–12 years old; children 5 and under ride free if with an adult. A GoPass! is available for \$70 within county (\$35 for those qualifying for reduced fares) and \$100 including TC Express for unlimited rides for 31 calendar days.

Benzie Bus Fares		
Route	Full Fare	Reduced Fare
TC Express	\$5 one-way, \$3 from/to Lake Ann	Not available
Regular Fare	\$3	\$1.50
Airport Service	\$20 adult, \$10 student	Not available
Package delivery	\$3.50 per pick up	

Benzie Bus has 22 vehicles, ranging from 9-passenger Ford Transits to a 24-passenger bus with WiFi to a 7-person Dodge Caravan. In 2020, BTA received a grant of \$535,000 to purchase several electric buses, and also replaced four vehicles with liquid propane (LP) propelled models, bringing its fleet to 90% LP-propelled. Also in 2020, new dispatch software (Ecolane) was procured with grant funding, and riders can now use an app for viewing ride information, more efficiently schedule, make changes in, and pay for rides.

In 2019, Benzie Bus provided a total of 107,993 (one-way) rides, an increase of more than 20,000 over 2017. [NOTE: the 2019 population of Benzie County was 18,051, or about half of Emmet County.] During this same period, passengers per vehicle hour increased to 3.4 from 3.1, and cost per passenger decreased from almost \$18 to just under \$16. The distribution of rides in 2019 by age group and purpose is detailed in the following table. In 2020, due to the COVID-19 pandemic, services were altered to help people across the community quarantined at their homes. Although passenger service was reduced, Benzie Bus provided 570 grocery shopping orders with deliveries, 260 pharmaceutical pickups, and 409 food pantry package deliveries.

Benzie Bus Rides—2019

	Under 6		Student		Adult		Senior		Total
	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	Weekday	Saturday	
Airport	0	0	6	3	87	24	46	7	173
Business	88	0	639	31	2,060	306	1,666	196	4,986
Church	12	0	354	8	333	42	183	36	968
Court-Lgl	5	0	62	0	189	1	39	0	296
Home	22	5	481	41	1,115	272	980	68	2,984
Medical	60	0	254	4	3,268	44	3,590	94	7,314
Recreation	345	27	1,486	76	6,701	1,559	3,527	180	13,901
School	183	4	12,312	13	729	14	23	4	13,282
Shopping	49	10	599	106	5,739	1,240	5,344	709	13,796
Social Ser	0	0	0	0	23	0	11	0	34
Transfer	218	4	13,345	56	17,204	302	7,193	166	38,488
Vote	0	0	0	0	8	0	14	0	22
Work	0	1	904	160	7,755	814	1,860	255	11,749
Total	982	51	30,442	498	45,211	4,618	24,476	1,715	107,993

In 2019, Benzie Bus received \$1,685,280 in revenues and had \$1,683,619 in expenses. Overall, its total costs were approximately \$54.50/hour of service. In addition to fares paid by individual riders, BTA has contracts with several non-profits, including hospitals and the COA. The main categories of revenues and expenses are detailed below:

Revenues			Expenses		
Federal/State assistance	\$883,457	52.4%	Labor & benefits	\$1,279,803	76.0%
Local taxes (0.5 millage)	\$616,310	36.6%	Fuel and lubricants	\$116,790	6.9%
Fares and contracts	\$146,469	8.7%	Services	\$108,870	6.5%
Advertising income	\$17,200	1.0%	Utilities and insurance	\$77,262	4.6%
Other income	\$18,844	1.1%	Other expenses	\$100,894	6.0%
TOTAL	\$1,685,280			\$1,683,619	

Benzie Bus places considerable emphasis on customer service, communications and transparency. It publishes an annual report and conducts annual rider and non-rider surveys. Representatives regularly attend township and village board/council meetings to provide information and updates on public transit services. Its Mobility Manager focuses on outreach and growing ridership, with an emphasis on NEMT and rides to and from work.

APPENDIX 9B
Cadillac/Wexford Transit Authority
(Wex Express)

Key Staff: Carrie Thompson, Executive Director; Aaron Stahl, Operations/IT Manager; Kristen Kendall, Mobility Coordinator.

Public transit in Wexford County originated with a dial-a-ride service in Cadillac. A county-wide demand-response service was later added and these were combined in the **Cadillac/Wexford Transit Authority (CWTA)** in 1986. The Authority is based on an Interlocal Agreement between Wexford County and the City of Cadillac. CWTA now operates as Wex Express. It's headquarters in Cadillac have garage, dispatch and administrative space, and also serve as the local Indian Trails bus station, which facilitates transfers to and from this long-distance service.

CWTA has a 5-member Board of Directors with staggered 2-year terms. Four members are appointed by the County Board based on applications of interested individuals and selected to represent each quadrant of the county. The fifth member of the Board is appointed by the Cadillac City Council. A County Commissioner also serves as a non-voting member of the CWTA Board and as liaison to the County Board. New Board members receive orientation to public transit services as well as general training on board roles and responsibilities. The CWTA Board meets monthly. While the CWTA Board officially puts the transit millage on the ballot, the County Board has to approve this in advance. The CWTA Board provides monthly updates to the County Board and the minutes of its meetings are sent to the County Clerk. The CWTA Executive Director provides regular reports to the County Board and the Cadillac City Council approximately three times per year.

Wex Express provides demand-response services for residents of Wexford County, with regular daily connections to Traverse City as well as coordinated connections to Tustin and Manistee County, based on advance reservations. It does not operate flex routes, but groups individual service requests to provide several rides in the same area with one bus. Wex Express provides service Monday through Friday from 5:00am to 10:00pm and Saturday from 9:00am to 5:00pm. Transportation to/from the Grand Traverse Mall is provided every weekday; buses arrive at the mall at 8:00 a.m., 11:30 a.m., and 4:00 p.m. Wex Express also provides additional services associated with festivals and other major events.

Wex Express provides non-emergency transportation ("Healthway Express") to medical related appointments for residents within Wexford County. Rides must be scheduled at least 24 hours in advance. Passengers can travel to and from appointments in the Munson Hospital Traverse City complex, as well as some clinics located on Cedar Run Road. Also, transportation for cancer patients is available Monday-Friday to residents of Wexford and Missaukee Counties who utilize the out-patient Biederman Cancer Treatment Center in Traverse City. These services are covered in part by contracts with DHHS (for Medicaid beneficiaries) and the Biederman Center.

The following are Wex Express's fares for its principal services. Reduced fares are available for students (5-16 or college student with ID), seniors (55+) and passengers with disabilities.

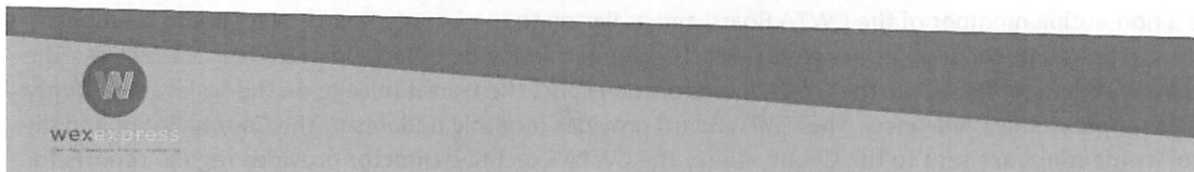
Wex Express Fares		
Route	Full Fare	Reduced Fare
Cadillac, Manton, Boon, Harrietta, Mesick, & Buckley Areas	\$2.00	\$1.00
County Areas (Wexford County Only)	\$3.00	\$1.50
Traverse City Service	\$6.00	\$3.00

In 2019, Wex Express provided 146,618 (one-way) rides, up from 139,539 in 2018 and 114,393 in 2016. [NOTE: The population of Wexford County in 2019 was 33,886, about the same as Emmet County.] Based on data from January 2020, 58% of riders were seniors or people with disabilities, 23% were students, and 19% were other adults. The following graphic shows a breakdown by the purpose of these trips for the same month:

MONTHLY 2020 TRIP OVERVIEW

Work	3,632	27.0%
School	3,176	23.6%
Shopping	2,059	15.3%
Medical	1,321	9.8%
Professional Services	1,318	9.7%
Recreation	1,271	9.4%
Social Services	388	2.9%
Restaurants	248	1.8%
Daycare	66	.5%

*Total Classified Trips In
January 2020: 13,479*



These increases in ridership were achieved through a combination of technological advancements, service enhancements, efficiency gains, and community partnerships.

Wex Express uses Route Match software for dispatching and ride management. Its buses are equipped with tablets that allow drivers to adjust routes to pick up passengers as they request rides and on-board GPS tracking that allows dispatchers to know where all of its buses are at a particular time. The Route Match software is also able to generate a number of reports of ridership and bus usage to assist efficient management. Other technology-related changes include a new website and online booking, rider alerts, a mobile ticketing app, and an enhanced call center phone system.

Service enhancements included extended hours and Saturday service, equal service countywide, bike racks on buses, and the addition of a Mobility Manager on staff to match community members with the transportation options available to them. In terms of efficiency, Wex Express reduced "no shows" from 15% to 2.5% of riders, allowing them to provide an additional 1,000 rides/month with no additional vehicles. It also improved its on-time performance and purchased more fuel-efficient vehicles. Wex Express has also initiated a "New Freedom" volunteer driver program in partnership with a large number of community organizations. Through this program, volunteers provide non-emergency medical transportation for seniors, people with disabilities and veterans using their own vehicles (with reimbursement of 50 cents/mile).

Wex Express had a budget of approximately \$2.5 million in 2019. About 60% of its revenues came from Federal and State reimbursements for eligible operating expenses. Another 34% was funding from a 0.60 millage, which was renewed in 2020 with a margin of approximately 2-1. Fares and contract revenue make up the balance, including from contracts with DHHS, Community Mental Health (CMH), YMCA and the Biederman Center. In 2019, its hourly bus cost is approximately \$56; its cost per vehicle mile was \$2.90 and cost per passenger was \$18.10.

APPENDIX 10

Michigan Department of Transportation's Role in Supporting Public Transportation

Michigan Department of Transportation (MDOT) provides funding and technical support for public transit systems throughout Michigan, in addition to highways and other means of transportation. MDOT does not get involved in the operations of local transit agencies, but rather provides oversight to make sure agencies are following state and federal regulations.

In our region, support is provided by the Office of Passenger Transportation - Transportation Services Section, Tina Makarewicz, Project Manager, and Valerie Shultz, Unit Supervisor. Val has provided advice, information and presentations to FEET and the Emmet County Board of Commissioners for many years.

TYPES OF TRANSIT SERVICES SUPPORTED BY MDOT

Open Door/Public Transportation (Regular Service) refers to general public transit services and is the most relevant type of service for a new system. It could be provided by Demand-Response (Dial-a-ride), flex routes, and/or fixed routes. In rural areas, the service is primarily Demand/Response.

Specialized Service is designed to provide transportation primarily for seniors and individuals with disabilities. In Emmet County, this is currently being provided by the Friendship Center.

Job Access/Reverse Commute (JARC) is designed to get low-income individuals to work and work-related activities. This is more relevant to a mature system seeking to expand, and expansion funding is not currently available.

New Freedom is designed to overcome existing barriers for persons with disabilities seeking integration into the work force and other recreational activities. It is also more relevant for a mature system.

STATE/FEDERAL FUNDING PROCESS, TIMELINE, AND AMOUNTS

Funding begins with an annual application from the transit agency to MDOT, submitting the proposed operating budget for the next fiscal year. This becomes the basis for both state and federal operating funding. It is submitted in March and can be revised or amended through August. Funding runs October through September, per the state and federal fiscal years. MDOT staff will provide assistance in preparing the application. The funds are dispersed quarterly, based on actual expenses of the transit system. Because these are reimbursements for incurred expenses, initial start-up funding is needed.

For FY21 (which began October 2020), State funding is 37.535% of eligible operating expenses and Federal funding is 36% which includes 18% in funding from the CARES act to respond to COVID 19. This is a total of 73.525% of operating expenses, meaning that local funds must cover the remaining 26.465%. For FY22 the Federal contribution will revert to 18%. These federal and state funding percentages could change in future years.

Operating expenses eligible for state and federal reimbursement include: salaries, fringe benefits, supplies, fuel, insurance, utilities, travel, etc. An additional \$5,500 is provided annually for training needs.

Capital funding may also be available for expenses including vehicles, equipment, facilities, etc. MDOT can assist in funding new or used buses for start-up systems. The application process, deadlines, and matching requirements for capital needs are different than for operating funds.

SOURCES OF FUNDING

The Federal Transit Administration (FTA) provides the following grant programs:

- * Section 5311 (Operating, Capital and JARC)
- * Section 5310 (Capital and New Freedom)
- * Section 5339 (Capital)

State Comprehensive Transportation Fund (CTF) provides funds for:

- * Local Bus Operating (for regular service, based on eligible expenses)
- * Specialized Service (based on miles or passengers)
- * Matching funds (Capital, and JARC operating)

Transit systems are required to have a local match. This can come from:

- * Farebox
- * General Funds
- * Dedicated transportation millage
- * Contracts for services with non-profits, businesses, governments, etc.
- * Donations and grants

ADDITIONAL AVAILABLE FUNDING FOR TRANSIT

The Little Traverse Bay Band of Odawa Indians (and other federally recognized tribes) has access to funds not available directly to public transit agencies. Tribes can apply for these funds which can then be used by a public transit system to support operating or capital expenses that will benefit all riders. These sources include:

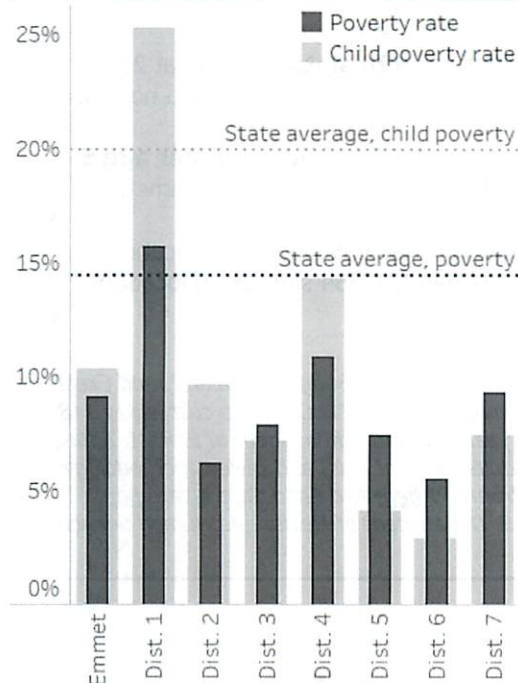
- * Federal Transit Administration's Tribal Transit Program
 - * Competitive Program funds-planning project or start-up costs.
 - * Formula Program- after service is established for two years- (capital, operating, planning, and administrative expenses)
 - * FTA has a Regional Tribal Liaison to assist with application process
- * MDOT- Section 5311 funding for Tribes available.

MDOT ASSISTANCE AVAILABLE

- * Help educate decision makers about the options
- * Provide technical assistance with:
 - * Determining routes
 - * Estimating budgets
 - * Submitting applications
 - * Compliance with State/Federal requirements

In this fact sheet, we look at key metrics on income, poverty, education, childcare, housing, and transportation.

Income and Poverty



Emmet County's rates of poverty (9%) and child poverty (10%) are slightly better than the state overall and neighbors in Charlevoix and Cheboygan counties.



But there's a **22 percentage point difference** between child poverty rates in District 6 (3%) and District 1 (25%).

On average, owners are twice as well off.



Owner median household income ranges from \$46,987 (District 1) to \$89,808 (District 6).

Renter median household income ranges from \$26,025 (District 1) to \$40,729 (District 6).

26% of Emmet County residents are ALICE (employed, but unable to afford basic household needs) – similar to the state, Charlevoix, and Cheboygan.

Sources: U.S. Census Bureau, ACS 2019 5-Year Estimates, and United Way 2021 ALICE release (using ACS 2019 5-Year Estimates)

Education and childcare

According to the 2016-17 [Char-Em ISD preschool experience survey](#), **85% of kindergartners in both counties had one year of preschool experience.**



High-quality preschool provides long-term benefits, and research shows two years are better than one.

We calculated two years of preschool enrollment using ACS data. This tracks the number of 3-4 year olds enrolled in a preschool classroom over the total number of 3-4 year olds.

31% of 3-4 year olds are enrolled in preschool in Emmet.

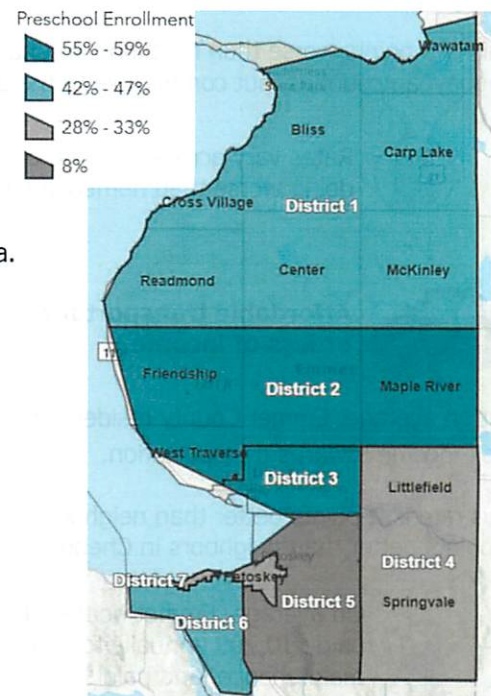


This is **24 percentage points** lower than Charlevoix County, **19 points** lower than Cheboygan County, and **16 points** lower than Michigan overall.



Rates vary significantly across districts – from 8% (District 5) to 59% (District 2).

Most are enrolled in public preschool.

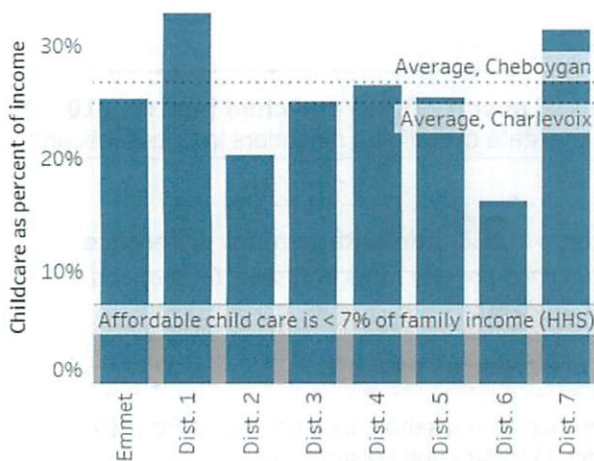


Source: U.S. Census Bureau, ACS 2019 5-Year Estimates



Poverty and Well-Being in Emmet County – **Fact Sheet**

Annual childcare costs



Affordable childcare is 7% or less of income.

But childcare generally costs **25% or more** for Emmet, Charlevoix, and Cheboygan families



Emmet has **924 slots** available at 25 licensed centers, family, or group homes.

There are **1,804 children under age 5** and **3,890 under age 11** in Emmet.



Charlevoix has 955 slots at 32 locations. Cheboygan has 354 slots at 20 locations.

Source: Economic Policy Institute, Family Budget Calculator, and Great Start to Quality (GSQ) download on 3/24/21. Childcare cost is \$14,118 for 2 adults and 2 children (4 years old and school aged) in Emmet. Adjust family types (number of adults, ages of kids) and review methodology [here](#). See state averages from EPI [here](#) and Child Care Aware [here](#). Affordability defined by U.S. Department of Health and Human Services

Housing and Transportation Costs



Affordable housing is 30% or less of income -- households paying more are *cost-burdened*.

27% of all Emmet County residents are cost-burdened.

This is **3** points worse than neighbors in Charlevoix and Cheboygan counties, but comparable to the state overall.



Rates vary across districts, and renters are doing worse than homeowners.



Affordable transportation costs are 15% or less of income.

But on average, Emmet County residents pay **28%** of their income towards transportation.

This rate is **2** points better than neighbors in Charlevoix, and **6** points better than neighbors in Cheboygan.



On average, Emmet households had 1.97 cars, paid \$10,709 annually for car ownership and maintenance, and paid \$3,334 annually to travel 23,559 miles.

Burden on owners v. renters



Sources: U.S. Census Bureau, ACS 2019 5-Year Estimates, and Center for Neighborhood Technology (CNT). To read more about CNT's methodology for calculating transportation costs, click [here](#). Read about housing affordability guidelines [here](#).



415 East Eighth Street P 231.922.0903
Traverse City, MI 49686 866.869.8600

Building Communities that *Work*

June 3, 2021

Emmet County Board of Commission
200 Division Street
Petoskey, MI 49770

Dear Board of Commissioners,

I am writing in strong support for your consideration of the proposal that is being brought to you by the Petoskey Chamber and the Community Foundation to establish an Emmet County Transportation Authority to seek a long-term funding solution for a sustainable bus system for Emmet County.

As you know, Emmet County is one of two counties in northwestern Lower Michigan that do not have a countywide transportation system. With the growing number of older adults, increasing over the next several decades, and the greater number of people who will be unable to drive because of age, disability, or income, this is not a question of need. Most people in Michigan counties view public transit systems as a smart investment of taxpayers' money and readily support funding for public transit even in the most challenging economic times.

As a part of the community infrastructure, public transportation is a vital service that enables people to get to medical appointments, buy food, go to work, or participate in community life. Transit systems also provide positive returns on investment and support economic development and the environment, while supporting residents.

I know that you give this proposal the full consideration that it deserves. We hope you can come to a favorable decision and move forward to establish an Emmet Transportation Authority.

Kind regards,

DocuSigned by:

James Moore

BB6DA0738E8E424...

Jim Moore

Executive Director

disabilitynetwork.org



groundwork
CENTER FOR RESILIENT COMMUNITIES

June 2nd, 2021

Chairperson Toni Drier and Members of the Emmet
County Board of Commissioners
Emmet County, Michigan
200 Division Street,
Petoskey, MI 49770

Dear Chairperson and Members of the Emmet County Board of Commissioners,

Groundwork Center for Resilient Communities fully supports the establishment of a countywide public transportation system. We feel that the creation of an Emmet County Transit Authority (ETA) would provide innumerable benefits to county residents. In rural Michigan, the vast majority of our destinations like jobs, grocery stores, and health care destinations are spread out over great distances, away from our homes, and can *today*, only realistically be reached by car.

We believe that creating a transit system has the potential to greatly improve the quality of life for those unable to drive or those who would like to have a more cost-effective alternative to owning, insuring, and maintaining a personal vehicle.

Like other transit models throughout the state, potentially more than half of ETA's annual operating expenses would be reimbursed through state and federal grants. To support remaining costs, we encourage the authorization of a public transit millage.

Groundwork is committed to working with the community on ways to improve transit service. With your action, the creation of a transit authority and millage will generate new mobility solutions for the residents who call beautiful Emmet County home.

Sincerely,

Carolyn Ulstad

Carolyn Ulstad
Transportation Program Manager
Groundwork Center for Resilient Communities



Board of Directors

Dave Gerathy, President
Petoskey
Jim Schroeder, Vice President
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Karen Langs
Petoskey
Ric Loyd
Petoskey
Max Putters
Petoskey
Mike Sheean
Boyne City
Brian Slater
Charlevoix
Becca Nelson
Associate Director
Brent Bolin
Executive Director

June 8, 2021

To Whom It May Concern:

I am writing today to express the Top of Michigan Trails Council's support for the current proposal to create an Emmet Transportation Authority (ETA) and accompanying public transit millage.

Our mission is "Connecting Northern Michigan by Trail" and we believe that trails provide important economic and transportation opportunities for residents and visitors while knitting our communities together. Adequate public transit does the same things by linking communities to each other and connecting people to jobs and services.

Emmet County is a great place to live and work, and the Trails Council has been based here for our entire 25 year existence. Creating the ETA would help our most vulnerable neighbors and give more options to everyone who needs to get around the county. Emmet County residents routinely support funding effective public services and the ETA proposal is the clearest path to a sustainable public transit system.

Our community is currently suffering from the linked problems of lack of affordable housing and lack of employees for many of our businesses. Public transit will not completely solve either problem but it will help both by making it more feasible for people to live where they can afford housing while working where there are jobs available.

The ETA is a thoughtful solution for a community need and we urge your to support the current proposal.

Sincerely,

Brent Bolin
Executive Director

WEBB MARTIN
4233 LAKEVIEW DRIVE
HARBOR SPRINGS, MI 49740

June 4, 2021

Emmet County Board of Commissioners
200 Division Street
Petoskey MI 49770

Ladies and Gentlemen:

I am writing to urge your adoption of the recommendations of the working group relating to public transportation; specifically to:

- Establish an Emmet Transportation Authority (ETA) to manage a countywide public transit system.
- In cooperation with the ETA, authorize a public transit millage to help finance this countywide transit system.

My support is not based on self-interest. I don't personally need public transportation. I don't own or operate or even work for a business with employees or customers that rely on public transportation.

But common sense, coupled with the documentation presented by the working group, clearly evidences the need.

Simply stated, there are large segments of the county's residents that do need access to public transportation for everything from jobs, to health services, to educational opportunities. As importantly for your constituents, businesses rely on workers being able to get to work. Our county's economic health and the county's tax revenue require successful business employing workers drawn from throughout the county who frequently have shared, limited or no access to private transportation.

Assuring availability of public transportation is one of the effective steps that the Commission could take to sustain and improve the personal and economic development of our citizens and our businesses and ultimately of the country government that serves them.

Sincerely,



Webb F. Martin

Scott Smith
RE: Emmet County Transit

Dear Scott,

We are delighted to offer our support to an emerging transit plan for Emmet County. As you recall, we were able to work directly with you, John Calabrese, and Mike Reaves a couple of years ago to help develop the beginnings of a plan for increasing ridership with EMGO. At that time, I believe we provided some scatter diagrams that helped pinpoint where our students lived throughout Emmet County, in hopes that routes/times might be developed that could stimulate students to use the service more.

We also contributed financially to the project from both instructional and student services areas to provide vouchers for students who wished to use the EMGO system. My understanding is that all of these vouchers were distributed, but I don't believe we received a count of how many had actually been used (though I'm sure the pandemic had an impact on all of this, too!)

As we go forward, I have spoken with our new institutional researcher, Mike Kurdziel, and he is excited about continuing the work that Bob Marsh and I started, either with helping to develop maps for planning purposes, or with further data analysis of ridership patterns (something that we had considered back in February of 2020).

We're delighted that Becky Carpenter from our Learning Support Services department is working with you, and we look forward to hearing through her of how we might best help in the future.

Sincerely,



Peter D. Olson, Ph.D.
Provost

cc: Mike Kurdziel, Becky Carpenter, Jennifer Wood



June 10, 2021

Emmet County Board of Commissioners:

I am a downtown Petoskey resident. I also own and operate Vine Ride LLC, a private transportation business that specializes in small group tours of the Petoskey Wine Region.

I founded my business in late 2017, after my business partner and I attended meetings about Emmet County's public transportation issues. At the time, neither of us knew *just how bad* the lack of transportation was here – both public transportation *and* private transportation. It ultimately inspired us to start our wine tour business. We did so while recognizing that there is still *so much more* that can and should be done to bolster transportation in our area.

At these public transportation meetings, I remember that someone would always speak up and say, "Let the private sector handle this issue!" Having now gone through the process to establish my own private transportation business, and knowing all that entails, let me assure you that -- while more private taxis, limos, shuttles, etc. would be beneficial overall – private enterprise is definitely NOT the solution to Emmet County's public transportation problem.

In fact, it is an especially challenging time to run a private transportation business. Commercial auto insurance premiums have skyrocketed this year due to changes in Michigan's auto insurance law. (It's now \$20,000 to insure a basic passenger van!) Many taxis, airport/wedding shuttles, sightseeing tours, etc. have gone out of business.

Alternatively, to skirt insurance and other costs, several private transportation businesses here choose to operate illegally. They do not hold proper permits from LARA and/or MDOT—which unfortunately means no one has verified that their drivers are properly licensed, their transportation activity is adequately insured, and their vehicles are mechanically sound.

I mention these private sector issues to help paint the picture of transportation in Emmet County right now: it's a piecemeal system of shuttles run by hotels, shuttles run by well-meaning nonprofits whose missions are not transportation-centered, shuttles run by another county whose mission is not Emmet County-centered, illegal taxis that are possibly underinsured and mechanically unsafe, and legal taxis wondering whether or not they can afford to stay in business anymore.

The people of Emmet County need and deserve *so much better* than this. We deserve a sustainable, reliable, countywide public transit system like nearly every other county has in this state. But we'll never have this unless we have dedicated human and financial capital to see it through. We'll never have this unless *you as county commissioners take action*.

Please do what the Community Foundation's and Petoskey Chamber's proposal asks of you – create a transportation authority and then work with this authority to place a countywide transit millage on an upcoming ballot.

Respectfully,
Jeffrey Kozisek
Owner, Vine Ride LLC
Resident, 621 Rush Street, Petoskey



SERVING NORTHERN MICHIGAN SINCE 1977

June 8, 2021

Emmet County Board of Commissioners
200 Division St.
Petoskey MI 49770

Dear Commissioners,

Women's Resource Center of Northern Michigan (WRCNM) is writing to indicate our support of efforts in the Community to provide public transit services throughout Emmet County. WRCNM provides comprehensive services to survivors of domestic violence, sexual assault and stalking, and their families in Emmet County. WRCNM began serving victims of domestic abuse in 1977. Services grew to include emergency shelter, 24 hour crisis response for domestic abuse and sexual assault, counseling and advocacy services, criminal justice support, support groups, and information and referrals. Survivors often are leaving unsafe situations where abusers withhold available transportation as a method of power and control.

WRCNM has in the past and would be happy in the future to provide input to transit planners into how services can best be provided and scheduled to meet the needs of participants. WRCNM will promote new and transportation services to all community members through means such as posting and distribution of flyers and brochures, newsletters, website, and direct recommendation.

WRCNM realizes the importance of committing to a sound fiscal budget. We also recognize that many individuals in the county do not have reliable transportation to live where housing is available and affordable.

Please make transit a priority for the Counties next budget.

Sincerely,

Gail Kloss
Executive Director

Women's Resource Center of Northern Michigan, Inc.

423 Porter Street | Petoskey, MI 49770 | 231-347-0067 | www.wrcnm.org
24-Hour Help and Information Line 231-347-0082 | Email: info@wrcnm.org



United Way Agency

June 8th, 2021

Jennifer Schaap
410 Beech St
Petoskey, MI 49770

Chairperson Toni Drier and Members of the Emmet
County Board of Commissioners
Emmet County, Michigan
200 Division Street,
Petoskey, MI 49770

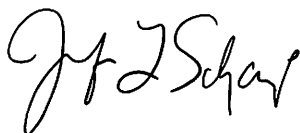
Dear Chairperson and Members of the Emmet County Board of Commissioners,

I'm writing to give my full support of the establishment of a countywide public transportation system. As a Petoskey resident who works and lives in Petoskey, I can mostly do without a vehicle until I need to get groceries or travel to schools I work with across Emmet and Charlevoix counties. An Emmet County Transit Authority (ETA) would bring great value to people like me, but also residents outside of Petoskey who need reliable transportation to get to jobs and appointments within the city. It would also be more affordable for our family unit to share one car and use what we now spend on insurance and repairs on other important things like maintaining our home, or even on supporting local businesses.

I support the authorization of a public transit millage because I've learned through meeting people in the community and especially through my getting-to-know-the-community learnings within Leadership Little Traverse, that our most vulnerable populations, often those that are supporting our service industry, need transportation to continue working. I am willing to pay for an effective public service like transit, especially for those who need it in rural places of the county.

Emmet County is where I have called home for the last 16 years and I hope to stay and contribute to my community. Improvements like a transit authority give me hope that our county will keep up with the other places we could choose to live around the state. It is unclear to me why our county doesn't already have a system in place, like the other areas in the state, even rural areas. I would love to see the county accomplish its objectives in the Master Plan, and create an ETA, funded by the public transit millage, and I would be willing to support that with my tax dollars.

Sincerely,



Jennifer Schaap
Petoskey Resident
Leadership Little Traverse Class of 2020

From:
Patrick McGinn, CEO
Harbor Hall, Inc
704 Emmet Street
Petoskey, MI 49727

June 4, 2021

Subj: Letter of Support

To whom it may Concern:

Harbor Hall is excited to support any initiative that supports bringing public transportation to the residents of Emmet Count. There has been a lot interest and effort to provide a cost effective, and convenient transit system to the area. Harbor Hall has advocated for many years for just such an implementation.

A public transit system would greatly benefit the residents of Harbor Hall. Most all of our residents do not have transportation of any kind. We have 48 beds in our residential facility and 12 beds in our sober living homes that are located on Emmet and Grove Streets in downtown Petoskey. Our residents struggle to get to a wide variety of health appointments, go to job interviews, obtain employment or as simple as getting to Wal-Mart to shop. This is a hardship that we as an organization have struggled with to resolve. We are currently doing the best we can with our minimal resources and affiliations with local church groups. Additionally, our outpatient office located on East Mitchell, serves the population county wide. Transportation has been a continued barrier to effective treatment especially to those in in more remote areas or areas of the county that are underserved for substance use disorder treatment.

In the world of substance use disorder treatment, we have identified three critical elements that promote long-term recovery efforts; employment, housing, transportation. If these 3 elements are accessible for this population, long term recovery efforts are more achievable.

Harbor Hall has supported efforts in the past to address public transportation in Emmet County and we are committed to continue to do so. If the County implements a system, we would be likely to help support the services by providing vouchers to clients and/or contracts for services. We would also support advertising in and on the busses. We would also welcome the opportunity to help plan specific routes and times.

Sincerely,

Patrick McGinn
CEO
Harbor Hall, Inc.

6/2/2021

Nikki Devitt, President
Petoskey Regional
Chamber of Commerce
401 E. Mitchell St.
Petoskey, MI 49770

Dear. Ms. Devitt,

Transportation options are a key component of strong communities, and transportation and commuting play large roles in our local economy. Workers and residents in our region rely upon transportation to access employment opportunities as well as services and necessities for life. Recent data from the "Housing & Transportation Affordability Index" indicate that the combined costs of housing and transportation for an average household in Northwest Michigan is over half of a typical household's income. In most cases the division between transportation and housing costs is nearly equal, with both costs totaling an average of 60% of household expenses.

Increased transportation costs, such as what we experience in Northwest Michigan, are exacerbated by limited transportation options. Nearly 30% of the overall employed population in Northwest Michigan live within a different County than they work. That large proportion of the population is reliant upon commuting across County boundaries, and when looking at the data for commuting across Township boundaries that number increases substantially with some Townships experiencing upwards of 80% outside commuters.

Establishing transportation options and routes is one viable method for decreasing transportation costs for many households and is recommended in many community Master Plans across Northwest Lower Michigan. The State through legislation has outlined the method by which Transportation Authorities can be established, and in doing so has provided for local jurisdictions to be a participating member while retaining a degree of local control within the authority.

Networks Northwest supports efforts to provide transportation options to households and families in our region. Mass transit expansion will provide transportation cost savings for families & households, create additional opportunities for transportation options and provide a service to a sector of the population that has fewer transportation options.

Respectfully,



Robert Carson, A.I.C.P.
Regional Director of Community Development
231-929-5057



Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

Regina Gasco-Bentley, Tribal Chairperson

7500 Odawa Circle, Harbor Springs, Michigan 49740

Phone 231-242-1401 • Fax 231-242-1411

June 10, 2021

Emmet County Board of Commissioners
200 Division Street,
Petoskey, MI 49770

Dear Members of the Emmet County Board of Commissioners,

The Little Traverse Bay Bands of Odawa Indians (LTBB) fully supports establishing a public transit authority in Emmet County. A transit authority in the area would help meet many of the needs of our Tribal Citizens and the greater community living in the area. For many people, a barrier to success is location. The creation of a transit authority would help meet those needs by providing much-needed access to work, school, doctors' appointments, and shopping trips for food and other necessary items. In addition, there is an ever-present need in our community for transportation services as many of our citizens do not live within walking distance of destinations, and many do not have the resources to drive themselves.

LTBB not only supports transit but would very much like to be an active participant in the creation and establishment of the authority. LTBB can apply for grants to supplement established transportation agencies that could be very useful for the continuing operation of transit authority if awarded.

In a 2021 LTBB survey of tribal citizens

- 80% of respondents to the survey lived in Emmet county (177 out of 228).
- Sixty-seven respondents indicated they had trouble meeting their transportation needs, with those needs being primarily Medical, Dental, shopping, social recreations, personal business, Working/seeking employment. Education was not an option in the survey though several wrote it in as a need.
- 55% of respondents were employed.
- 20% of respondents answered that their transportation to work was limited by where they live.
- 17% stated Work performance had been impacted in the past year because of lack of or unreliable transportation.
- Approximately 40% of respondents said they would use a regularly scheduled bus route or curb to curb service if it was an option in the area.
- One hundred seventy-five respondents said they had an elder living in their household.

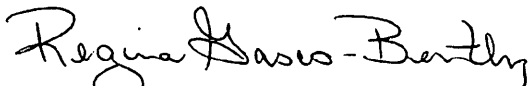
In 2015 LTBB funded Emmet County-wide survey

- Respondents rated public transportation as a community priority. Of those expressing an opinion/decision, 24% rated public transportation a "High Priority," while 34% assigned a "Medium Priority" rating; additionally, 22% indicated they would consider public transportation a "Low Priority" and 20% indicated public transportation is "Not a priority." Approximately 10% of the total respondent group expressed no opinion or was undecided.
- Regarding a public vote on expanded public transportation, respondents were asked, *Do you believe that the issue of funding an expanded public transportation system in Emmet County should be put to a vote of the public?* Of those expressing an opinion/decision, 78% indicated definitely/probably yes, while 22% indicated probably/definitely not; approximately 9% of the total respondent group expressed no opinion or was undecided.
- Lastly, respondents indicated how much of an increase in property taxes they would be willing to pay to support an expanded public transportation system in Emmet County. Approximately 66% indicated they would be willing to pay an amount ranging from *More than \$5/month* to *Less than \$1/month*; 34% indicated they are *not willing to pay*.

The data supports the need. As you are aware, there are only two counties in Northwestern Lower Michigan without a county-wide transit system, and Emmet County is one of them. As one of the largest employers in the area, this lack of transportation makes it exceedingly harder and harder to fill jobs in our area. In addition, most affordable housing is outside of the city limits and out of walking distance from most employers. Therefore, a public transportation system makes sense.

By working together, we can get people to places safely and effectively. A sound solution for Emmet county public transportation provides benefits, connects people, and aids our residents in many ways..

Respectfully Submitted,



Regina Gasco-Bentley
Tribal Chairperson



BOARD: City Council

MEETING DATE: August 2, 2021

PREPARED: July 29, 2021

AGENDA SUBJECT: Redevelopment Liquor License for Clurichaun Enterprises LLC dba The Underground Bar, 406 East Lake Street

RECOMMENDATION: That City Council discuss and possible approval of a proposed resolution in support of the Redevelopment Liquor License Application

Summary Owners of Clurichaun Enterprises LLC are proposing a new bar/retail outlet (The Underground Bar/Yes Dear! Bartique) for 406 East Lake Street. The applicants are asking the City Council to approve a resolution in support of a redevelopment liquor license. On July 20, 2021 the DMB recommended by a 6-0 vote that City Council approve the redevelopment liquor license.

The applicants summarizes their business plan as follows:

"The two (2) businesses we plan to operate out of 406 E. Lake St. are called Clurichaun Enterprises, LLC dba The Back Room Speakeasy, and YDB Enterprises, LLC dba Yes Dear! Bartique. Yes Dear! Bartique will occupy the front half of the main level, and basement, and operate as an upscale retail boutique. It will be similar to other upscale retail establishments in the area with the exception that its customers will be able to legally purchase alcoholic beverages from The Back Room Speakeasy while shopping. The Back Room Speakeasy will occupy the rear half of the main level and operate as a speakeasy, prohibition-era, bar. Patrons of The Back Room Speakeasy will be afforded the opportunity to imbibe in their favorite beverages while watching TV, enjoying a game of pool, darts, or other games present. Our original plan was to also operate an off-premises distillery tasting room, but after some research, I do not think it will be possible for Clurichaun Enterprises, LLC to have both a Class-C DDA Permit and Small Distillers Permit. If that turns out to be the case, we will not be operating the off-premises distillery tasting room at the location. I am in the process of drawing up floor plans for the location and I would be happy to forward a copy to you as soon as they are complete."

The applicant states the issuance of the license will benefit the DDA district and the City in the following manner:

"Clurichaun Enterprises LLC and YBD Enterprises LLC believe the issuance of a DDA alcohol license at 406 E. Lake Street will benefit the DDA District and the city by offering an additional location on the 400 block of E. Lake Street where locals and tourists can congregate to enjoy pool and darts along with their favorite beverage. Our plan also calls for the sale of alcohol to people shopping at the Yes Dear! Bartique. By staying open late, the Underground Bar will also cater to local workers who get off late and are looking for a place to relax with a drink before going home. Both the Bar and Bartique should add nicely to the local economy through increased sales tax revenues."

There are no delinquent taxes, assessments or outstanding code violations for this address. If approved by City Council, the license would be number 7 of a maximum 10 redevelopment liquor licenses that are currently available. (Currently, City Council has approved six licenses for BRKP Cigar Group LLC, Thai Orchid, Twisted Olive, Crooked Tree Art Council, the Back Lot at 425 Michigan Street and Sam's Graces Cafe). The property owner of 406 East Lake Street has agreed to lease the building to the applicant. A \$500 fee for the redevelopment license has been paid.

Criteria An applicant for a Redevelopment Liquor License must comply with certain legal requirements. See enclosed City of Petoskey Ordinance 760. These requirements include the following with the applicant's reply below:

1. Be engaged in dining, entertainment, or recreation at least 5 days a week.

Applicant: *"We would like to operate a recreation/entertainment facility (bar) that will give patrons the opportunity to socialize, play pool, darts, and other activities. We plan on being open seven (7) days per week."*

2. Be open to the general public at least 10 hours a day, five days a week.

Applicant: *"We plan to open daily at 11:00am and close at 12:00am Sun-Thu, and 2:00am Fri-Sat. Those hours will vary depending on season, but we will be open at least ten (10) hours per day."*

3. Have a seating capacity for at least 25 people.

Applicant: *"We plan on having seating to accommodate up to forty-nine (49) persons."*

4. Demonstrate to the satisfaction of the Michigan Liquor Control Commission (MLCC) that they attempted to purchase an available on-premises escrowed license or quota license within the City, and that one was not readily available as defined in the act.

Applicant: *"We have contacted the two (2) available escrowed Class-C liquor license owners, but one (1), T.J. Wilder Enterprises, Inc., requires the purchase of his building to obtain his license, and the second, Nagoya Chinese & Japanese Restaurant, Inc., requires the new location to have a seating capacity of at least one hundred (100). We are in the process of obtaining affidavits indicating that those two (2) license owners cannot, or will not, sell to us. I can forward these to you when I receive."*

5. Either have expended at least \$75,000 for the rehabilitation or restoration of the building over a period of the proceeding five years, or commit to capital investments of at least \$75,000 that will be expended for the building before the license is issued.

Applicant: *"I am contacting the owner of 406 E. Lake St. to get his records as to the upgrades he has made to the building over the past five (5) years. Whatever amount he has spent during the preceding five (5) years, we are willing to commit any additional amount necessary to get us to that \$75,000 threshold."*

Staff feels the applicant has submitted information showing compliance with the aforementioned requirements except item #4 which is determined by the MLCC. In addition, the City Council should review the nine provisions in Section 4-3 of Ordinance 760 when evaluating the application.

Action Review of the application. If City Council is supportive of the proposal, a motion can be made to approve the enclosed resolution in support of a Redevelopment Liquor License for Clurichaun Enterprises LLC dba The Underground Bar, 406 East Lake Street.

rs
Enclosures



City of Petoskey

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

RECEIVED

JUL 15 2021

**CITY OF PETOSKEY
CLERK - TREASURER**

SB

APPLICATION FOR REDEVELOPMENT LIQUOR LICENSE

Instructions to Applicants: If applying for a City of Petoskey Redevelopment Liquor License, within the Downtown Development Authority Area (Redevelopment Project Area), this form must be completed and submitted to the City of Petoskey pursuant to Public Act 501 of the Public Acts of 2006. All applicants must comply with Ordinance No. 760 (see attached).

APPLICANT INFORMATION	
Applicant Name:	Clurichaun Enterprises LLC dba The Underground Bar
<i>(Name of Individual, Partnership, Corporation or LLC who will hold the license)</i>	
Business Street Address:	406 E. Lake St.
City, State, Zip Code:	Petoskey, MI 49770
Business Telephone Number:	317-201-7665

marji@nealzone.com
Marji: 317.523.4699

CONTACT INFORMATION	
Contact Name:	Scott Neal
Street Address:	918 Howard St.
City, State, Zip Code:	Petoskey, MI 49770
Telephone Number:	317-201-7665
Email Address:	scottneal@nealzone.com

BUSINESS TYPE
Nature of Application – (Check all that apply)
<input type="radio"/> Dining
<input type="radio"/> Recreation
<input checked="" type="radio"/> Entertainment

REQUIREMENTS
Please indicate, by checking YES or NO, if your establishment meets the following criteria:
1. Will the licensed business engage in dining, entertainment or recreation? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. Will the licensed business be open to the general public at least five (5) days per week, ten (10) hours per day, with a seating capacity of at least 25 people? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3. Applicants for Redevelopment Liquor Licenses must demonstrate to the satisfaction of the Liquor Control Commission (LCC) that they attempted to purchase an available on-premise escrowed license or quota license within the City of Petoskey, and that one was not readily available as defined in the Act? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

PROCEDURES

Please describe on an attached sheet how your business will do the following, if issued a license:

1. Applicants requesting a license must document that they have a real property interest within the Redevelopment project area defined by the City Council under separate resolution, also known as the "DDA District" by completing an application documenting the property interest to the satisfaction of the City Manager (deed, lease, contingent sale, contingent lease, or similar documentation). If the applicant is not the owner, applicant shall include written concurrence from the owner. Each application must be accompanied by an application fee in the amount established from time to time by the City Council. ✓
2. The applicant shall include, as a part of an application, documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that would house the licensed premises, or shall make a commitment for capital investment of at least \$75,000 which shall be expended prior to the issuance of the license.
3. The applicant shall document how the issuance of the license will benefit the DDA District and the City. (Such documentation may include a business plan, an architectural plan, and other information necessary to review the proposal).
4. Demonstrate how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the DDA District, including, but not limited to, the Downtown Blueprint Masterplan.

AFFIDAVIT

I have read all of the above answers and they are true. I agree to provide all requested information and to fully cooperate with the City of Petoskey requesting any and all additional information provided in this application or any attachment thereto. Any changes that occur after the date of this application, I will notify the City Clerk, in writing, within 14-days of such change. I understand that the falsification of the information on this form or any false statements made during investigations may constitute grounds for denial of a license.

I warrant that I am not disqualified to receive a liquor license under the ordinances of the City of Petoskey or the laws of the State of Michigan. If granted a liquor license, I will not violate any federal or state laws or any ordinance of the City of Petoskey in the conduct of business.

7/15/2021

Date

[Signature]

Signature of Applicant
(if applicant is a corporation,
Include title of signor)

Majorie S. Neal

Name of person completing this
form if not the applicant

CITY USE ONLY

☐ Approved
License No.: _____

☐ Denied

☒ \$500 Fee Paid
Date: _____

7/16/21

pl. ck # 3641
\$500.00

CS

Authorized Signature



City of Petoskey

Resolution

WHEREAS, in 2011 the City of Petoskey established a Redevelopment Area under P.A. 501 of 2006 for purposes of fostering existing and new restaurants, entertainment or recreation establishments within Petoskey's Downtown Development Authority district; and

WHEREAS, Clurichaun Enterprises LLC, 918 Howard Street, has applied with the City of Petoskey for a Redevelopment Liquor License; and

WHEREAS, the Downtown Management Board reviewed and recommended the granting of a Redevelopment License for Clurichaun Enterprises LLC because it will encourage economic growth and activity within downtown, particularly in evening hours, and is in keeping with the downtown Master Plan; and

WHEREAS, the City's Department of Public Safety staff has completed investigations that are required to be performed by local governmental units under provisions of the Michigan Liquor Control Act; and

WHEREAS, the Department of Public Safety staff has reported to the City Manager that, based upon findings of the Department's investigations, the City Manager could recommend that the City Council confirm the City's approval of the application by Clurichaun Enterprises LLC for a new Redevelopment Liquor License located at 406 East Lake Street:

NOW, THEREFORE, BE IT RESOLVED that the City Manager be and is hereby directed to report to the Michigan Department of Labor and Economic Growth's Liquor Control Commission, upon forms that have been provided by the Liquor Control Commission, confirmation of the City Council's approval of the application by Clurichaun Enterprises LLC, for a new Redevelopment Liquor License located at 406 East Lake Street.

Chapter 4 - ALCOHOLIC BEVERAGES

ARTICLE I. - IN GENERAL

DIVISION 1. - LIQUOR LICENSE REQUESTS

Sec. 4-1. - Purpose.

The city hereby establishes criteria for the evaluation of liquor license requests submitted pursuant to Public Act 501 of the Public Acts of 2006, being Section 521a(1) of the Michigan Liquor Control Code of 1998, Act 58 of 1998, as amended, MCL 436.1101 et seq. (the "Act") and establishes necessary conditions to ensure that the issuance of a license is consistent with adopted goals and plans of the redevelopment project area established by the city and to ensure the issuance of a license will enhance the quality of life for residents and visitors. This division shall also apply retroactively to all existing redevelopment liquor licenses.

(Ord. No. 760, 3-19-2018)

Sec. 4-2. - Requirements.

Businesses that apply and obtain redevelopment liquor licenses licensed under the Act must:

- (1) Be engaged in dining, entertainment or recreation as required by this division, the Act and all state laws.
- (2) Be open to the general public as required by this division, the Act and all state laws.
- (3) Have a seating capacity of at least 25 people.
- (4) Demonstrate to the satisfaction of the liquor control commission (LCC) that they attempted to purchase an available on premise escrowed license or quota license within the county, and that one was not readily available as defined in the Act.
- (5) Have spent at least \$75,000.00 for the rehabilitation or restoration of the building where the license will be housed over a period of the preceding five years or a commitment for a capital investment of at least \$75,000.00 that will be spent before the issuance of the license.

(Ord. No. 760, 3-19-2018)

Sec. 4-3. - Policy.

The city will use the following procedures in reviewing applications for liquor licenses under the Act:

- (1) Applicants requesting a license must document that they have a real property interest within the redevelopment project area defined by the city council under separate resolution, also known as the "DDA District" by completing an application documenting the property interest to the satisfaction of the city manager (deed, lease, contingent sale, contingent lease, or similar documentation). If the applicant is not the owner, applicant shall include written concurrence from the owner.

Each application must be accompanied by an application fee in the amount established from time to time by the city council.

- (2) The applicant shall include, as a part of an application, documentation showing that at least \$75,000.00 has been expended for the rehabilitation or restoration of the building that would house the licensed premises, or shall make a commitment for capital investment of at least \$75,000.00 which shall be expended prior to the issuance of the license.

- (3) The applicant shall document how the issuance of the license will benefit the DDA District and the city. Such documentation may include a business plan, an architectural plan, and other information necessary to review the proposal.
- (4) In evaluating proposals, the city council may consider how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the DDA District, including, but not limited to, the downtown blueprint masterplan. In addition, the council shall give consideration to:
 - (a) The recommendation of the downtown management board, who shall have 30 days from the date of submission to the city to review and make a recommendation on a license application.
 - (b) Existing restaurant, recreation, and entertainment businesses/entities within the DDA District that meet the criteria for issuance of a license as of January 1, 2011.
 - (c) New restaurant, recreation, and entertainment businesses/entities occupying space where the capital investment greatly exceeds the requirements of the Act.
 - (d) New restaurant, recreation, and entertainment businesses/entities which will contribute a new or unique choice to the mix of establishments within the DDA area.
 - (e) The quality and detail of the business documentation as outlined in subsection (3).
- (5) New qualifying businesses making exterior facade improvements shall conform to the downtown design guidelines.
- (6) The applicant and subject property owner shall not have any current or outstanding code violations, tax delinquencies, other outstanding city fees or in any way be in default to the city.
- (7) Businesses seeking to utilize a redevelopment project area liquor license, as provided for in the Act shall conform to the Act and all state laws for hours of operation.
- (8) The provisions of this section shall not apply to banquet facility permits or A hotel or B hotel licenses issued by the state liquor control commission as part of a redevelopment project area license.
- (9) In order to protect the health, safety and welfare of the community and the retail character of the downtown area as outlined in the downtown blueprint masterplan the city council shall not approve more than ten redevelopment project area liquor licenses within the DDA District.

(Ord. No. 760, 3-19-2018)

Sec. 4-4. - Penalty; municipal civil infractions.

- (a) Any person, firm or corporation violating any of the provisions of this division is responsible for a municipal civil infraction, subject to payment of a civil fine pursuant to the city municipal civil infraction ordinance, as amended, plus costs and other sanctions for each violation (as authorized by Section 24 of Act 184 of the Public Acts of Michigan of 1943, as amended, the city municipal civil infraction ordinance, and other applicable laws).
- (b) Repeat offenses under this division shall be subject to increased fines, as provided by the city municipal civil infraction ordinance, as amended from time to time.
- (c) Each day on which any violation of this division occurs or continues constitutes a separate offense, subject to separate sanctions. The paying of a fine or sanctions under this division shall not exempt the offender from meeting the requirements of this division.
- (d) The city manager, the director of public works, the director of public safety, city planner/zoning administrator, all public safety officers or other designees of the city manager, (as defined by the municipal civil infraction ordinance, as amended) are hereby designated as the authorized city officials to issue municipal civil infraction citations for violations of this division.

- (e) A violation of this division is deemed to be a nuisance, per se. In addition to any remedies available at law, the city may bring an action for an injunction or other process against any person to restrain, prevent or abate any violation of this division.

(Ord. No. 760, 3-19-2018)

Secs. 4-5—4-50. - Reserved.



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: August 2, 2021

PREPARED: July 27, 2021

AGENDA SUBJECT: MDOT Annual Permit Signature Designation Resolution

RECOMMENDATION: That the City Council consider the enclosed proposed resolution

Background The City of Petoskey regularly performs maintenance and repair work within the Michigan Department of Transportation (MDOT) right-of-way. Such maintenance includes the repair of electric, waterlines, storm sewers and inlets, sanitary sewers, and general road repairs. MDOT requires the City obtain a general Right-of-Way Permit for performing these routine and emergency repairs within the State right-of-way. MDOT has revised the Governmental Resolution, which includes replacing “Governmental Agency” with “Municipality” and “Agreement” with “Resolution”. City Council approved the last resolution as required by MDOT in 2018.

Action The City Council will be asked to approve the enclosed proposed resolution that would authorize six City employees to enter permit applications through the MDOT online system on behalf of the City and its contractors as requested by MDOT.

sb
Enclosure

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the _____
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____
(Name of Board, etc.)
of the _____ of _____
(Name of MUNICIPALITY) (County)
at a _____ meeting held on the _____ day
of _____ A.D. _____.

Signed _____

Title

Print Signed Name