



## CITY COUNCIL

September 20, 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) August 16, 2021 regular session and September 7, 2021 special session City Council meeting minutes
  - (b) Acknowledge receipt of a report concerning certain administrative transactions since August 16, 2021
5. Miscellaneous Public Comments
6. City Manager Updates
7. Appointments – Consideration of appointment to the District Library Board
8. New Business
  - (a) First reading of a proposed ordinance to rezone properties to C – College District
  - (b) Receipt, introduction and first discussion on the City's proposed 2022-2027 Capital Improvement Plan
  - (c) Discussion on draft Economic Development Incentive Policy
  - (d) Adoption of a proposed resolution that would approve Defined Contribution Retirement Plan amendments for General Nonunion employees hired after December 31, 2016
  - (e) Authorization to contract with Payne and Dolan, Inc., Gaylord, in the amount of \$100,000 for non-motorized trail repairs
9. City Council Comments
10. Adjournment

You may join the meeting remotely

Join Zoom Meeting: <https://us02web.zoom.us/j/87538463582>

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

Meeting ID: 875 3846 3582

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](mailto: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:** September 20, 2021

**PREPARED:** September 16, 2021

**AGENDA SUBJECT:** Consent Agenda Resolution

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

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

- (1) Draft minutes of the August 16, 2021 regular session and September 7, 2021 special session City Council meetings; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since August 16, 2021 for contract and vendor claims at \$11,171,523.73, intergovernmental claims at \$5,018,168.97, and the August 19 and September 2 payrolls at \$464,547.29 for a total of \$16,654,239.99.

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Enclosures



## CITY COUNCIL

August 16, 2021

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, August 16, 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, City Attorney Jim Murray and Executive Assistant Sarah Bek.

### **Public Hearing Establishing an Obsolete Property Rehabilitation Act (OPRA) District for 316 and 318 East Lake Street**

Tom Johnson, representing Howard Property Partners LLC, gave a brief presentation on history of 316 and 318 East Lake Street property; reviewed abatement figures; that there has been no use for 80+ years; reviewed condition of building; and that the MEDC grant will help fund the rehabilitation project.

Mayor Murphy opened the public hearing at 7:17 P.M. and heard the following comments.

George Robinson, 314 East Lake Street, owns the property, has four parking places and approval of the OPRA District will add to parking issues and that there should be parking provisions.

Mayor Murphy read aloud a letter of support on establishing an OPRA District from Ben Slocum, Managing Partner of Beard's Brewery LLC, 215 East Lake Street.

The public hearing was closed at 7:23 P.M.

### **Public Hearing on Obsolete Property Rehabilitation Act (OPRA) Exemption Certificate Application from Howard Property Partners LLC**

Mayor Murphy opened the public hearing at 7:24 P.M. and heard the following comments.

George Robinson, 314 East Lake Street, confirmed that there will be no additional parking, as there are no requirements to provide parking.

Frank Hawthorne, 1032 Howard Street, commented that he appreciates the historic integrity and realizes the importance of protecting historic preservation, but many vacant properties are deteriorating and is in favor of the proposed development.

The public hearing closed at 7:27 P.M.

### **Consent Agenda - Resolution No. 19572**

Following introduction of the consent agenda for this meeting of August 16, 2021, 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 confirms that the draft minutes of the August 2, 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 August 2, 2021 for contract and vendor claims at \$2,098,515.06, intergovernmental claims at \$803,438.12, and the August 5 payroll at \$236,240.30, for a total of \$3,138,193.48 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 after extending the deadline date for two weeks and advertising on several platforms, the City received 15 applications for the Clerk-Treasurer position and an interview committee will conduct interviews this Wednesday and that since the next Council meeting is not until September 20, a special meeting may be conducted to consider his recommendation for the next Clerk-Treasurer; that staff in coordination with the DMB is looking into a grant opportunity through the Michigan Economic Development Council (MEDC) to develop a work plan to promote winter activities within the City; reviewed that ballot language has been finalized for the November 2, 2021 general election to allow recreational marijuana facilities within the City and the ballot language has been fully reviewed by Matt Cross from Plunkett and Cooney; that the City recently refunded the Library Bonds at an interest rate of 1.139% for the remaining seven payments with gross interest savings of \$80,487 and thanked Clerk-Treasurer Al Terry for these cost-saving measures; that in coordination with the City's IT consultants, Empiric Solutions, staff ordered a wireless microphone system for the Council Chambers which will be compatible with the Zoom platform and allow continued two-way communication virtually and thanked Sarah Bek for her research on this project; that Emmet County will be hosting an Affordable/Workforce Housing Summit at 6:00 P.M., August 26, 2021 at the Petoskey Middle School Auditorium and the City will be making a presentation on our efforts to promote more housing in the community; reviewed the City Manager annual performance evaluation timeline and process and that evaluations will be due to City Attorney James Murray by September 10 with a possible closed session at the September 20 City Council meeting; reviewed Greenwood Road reconstruction project updates; and gave special thanks to all who attended the Iron Belle Bridge ribbon cutting ceremony which shows Petoskey's continued investment in non-motorized trails in the community and thanked Parks and Recreation Director Kendall Klingelsmith, The North Country Trail Association, Jordan Valley 45 Chapter, North Central Michigan College and all the other donors and funding agencies that made this a reality.

### **Approve Board and Commission Appointments – Resolution No. 19573-19575**

Mayor Murphy reviewed that City Council consider the following reappointments.

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 approves the reappointment of Ted Pall, 603 East Lake Street, to the Planning Commission for a three-year term ending August 2024.

City Councilmembers discussed fundamental differences in how the Planning Commission should run; heard concerns regarding reappointing Mr. Pall and his resistance to change and concerns about Mr. Palls conduct on the Planning Commission.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Resolution No. 19574**

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

BE IT RESOLVED that the City Council does and hereby approves the reappointment of Cynthia Linn Robson, 606 Grove Street, to the Planning Commission for a three-year term ending August 2024.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Resolution No. 19575**

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

BE IT RESOLVED that the City Council does and hereby approves the reappointment of Charles Willmott, 1128 Valley View Avenue, to the Planning Commission for a three-year term ending August 2024.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Approve Obsolete Property Rehabilitation Act (OPRA) District for 316 and 318 East Lake Street – Resolution No. 19576**

The City Manager reviewed that previously in the meeting a public hearing was conducted to solicit comments on the potential establishment of an OPRA District for Property Tax ID #: 52-19-06-226-024, commonly known as 316 and 318 East Lake Street; reviewed OPRA regulations and notification process of who received notices; and reviewed tax abatements and funding by the MEDC grant.

City Councilmembers commented the downtown is not a deteriorating area; heard that Council should have a policy discussion on tax abatements; heard a comment that the MEDC will not grant more than 25% of costs and the proposed amount is more than 25%; heard that everyone will benefit from this redevelopment today and in the future; that parking issues will need to be resolved; heard from those opposed to the tax abatement; and that the vision is laid out in the master plan and heard from those in favor of approving the district.

Mr. Johnson responded that MEDC grants up to 50% of costs, but the standard is 25%.

Mayor Murphy asked for public comments and heard from those in favor of City Council adopting a policy for tax abatements and that it is advantageous that it is mentioned in the master plan and this property is already identified as a redevelopment ready site; heard that a draft economic development evaluation policy is included in the Economic Development Strategic Plan; heard from those in favor of approving the application and that the redevelopment will add housing in the community; and heard an inquiry if others will receive abatements if requested in the future.

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

WHEREAS, pursuant to PA 146 of 2000, the City of Petoskey has the authority to establish "Obsolete Property Rehabilitation Districts" within the City; and

WHEREAS, Howard Property Partners LLC has filed a written request with the Clerk of the City of Petoskey requesting the establishment of the Obsolete Property Rehabilitation District for Property Tax ID # 52-19-06-226-024, commonly known as 316 and 318 East Lake Street located in the City of Petoskey hereinafter described; and

WHEREAS, the City Council of the City of Petoskey determined that the district meets the requirements set forth in section 3(1) of PA 146 of 2000; and

WHEREAS, written notice has been given by mail to all owners of real property located within the proposed district and by public posting of the hearing on the City's website as well as posted at City Hall on the establishment of the proposed district; and

WHEREAS, on August 16, 2021 a public hearing was held and all residents and taxpayers of the City of Petoskey were afforded an opportunity to be heard thereon; and

WHEREAS, establishment of the District shall be contingent upon the two properties receiving a Community Revitalization Program grant through the Michigan Economic Development Corporation (MEDC); and

WHEREAS, the City Council deems it to be in the public interest of the City of Petoskey to establish the Obsolete Property Rehabilitation District as proposed:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Petoskey that the following described parcel(s) of land situated in the City of Petoskey, Emmet County, and State of Michigan, to wit:

**Legal Description:**

SHAW & MC MILLAN'S ADDITION W 1/2 OF LOT 4 & COM AT NE COR OF LOT 5, TH W 25.22', TH S 138' TO A PT 23.95' W OF SE COR OF LOT 5, TH E 23.95' TO SE COR OF LOT 5, TH N TO POB ALL IN BLK 8 SECTION 6, T34N, R5W.

be and here is established as an Obsolete Property Rehabilitation District pursuant to the provisions of PA 146 of 2000, Property Tax ID # 52-19-06-226-024, to be known as 316 and 318 East Lake Street Obsolete Property Rehabilitation District No.1. and that the establishment of the District shall be contingent upon the two properties receiving a Community Revitalization Program grant through the Michigan Economic Development Corporation (MEDC).

Said resolution was adopted by the following vote:

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

NAYS: Marshall (1)

**Approve Obsolete Property Rehabilitation (OPRA) Exemption Certificate Application for 316 and 318 East Lake Street – Resolution No. 19577**

The City Manager reviewed that previously in the meeting a public hearing was conducted to solicit comments on the potential approval of an OPRA Exemption Certificate Application for Property Tax ID # 52-19-06-226-024, commonly known as 316 and 318 East Lake Street, submitted by Howard Property Partners LLC.

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

WHEREAS, pursuant to PA 146 of 2000, the City of Petoskey is a Qualified Local Governmental Unit eligible to establish one or more Obsolete Property Rehabilitation Districts; and

WHEREAS, the City of Petoskey legally established the Obsolete Property Rehabilitation District, Property Tax ID # 52-19-06-226-024, known as 316 and 318 East Lake Street Obsolete Property Rehabilitation District No.1 on August 16, 2021, after a public hearing held on August 16, 2021; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total taxable value of the City of Petoskey; and

WHEREAS, the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000 on August 16, 2021; and

WHEREAS, Howard Properties LLC is not delinquent in any taxes related to the facility; and

WHEREAS, the application was approved for less than 12 years and exemption certificate will not be extended in the future; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000; and

WHEREAS, the applicant, Howard Properties LLC, has provided answers to all required questions under the application instructions to the City of Petoskey; and

WHEREAS, the City Council requires that rehabilitation of the facility shall be completed within two years of issuance of a Petoskey Zoning Permit by the City Planner; and

WHEREAS, the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Petoskey eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, revitalize urban areas, and increase the number of residents in the community in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000; and

WHEREAS, approval of the Exemption Certificate Application shall be contingent upon the two properties receiving a Community Revitalization Program grant through the Michigan Economic Development Corporation (MEDC):

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Petoskey

Howard Properties LLC is granted an Obsolete Property Rehabilitation Exemption for Property Tax ID # 52-19-06-226-024, for the real property, excluding land, located in an Obsolete Property Rehabilitation District known as 316 and 318 East Lake Street Obsolete Property Rehabilitation District No.1 at 316 and 318 East Lake Street for a period of six (6) years, beginning December 31, 2021 and ending December 31, 2027, pursuant to the provisions of PA 146 of 2000, as amended, and that the approval of the Exemption Certificate Application shall be contingent upon the two properties receiving a Community Revitalization Program grant through the Michigan Economic Development Corporation (MEDC).

Said resolution was adopted by the following vote:

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

NAYS: Marshall (1)

**Approve Draft Letter of Support Regarding a Countywide Transportation System – Resolution No. 19578**

The City Manager reviewed that at the July 16 Council meeting, Councilmembers directed the City Manager to draft a letter of support to Emmet County Commissioners regarding development of a comprehensive, countywide transit system and was asking Councilmembers to review and discuss proposed letter recommending any changes, and once language is agreed upon to have the Mayor sign the letter of support.

City Councilmembers discussed the makeup of the letter and suggested revisions.

City Councilmember Shiels moved that, seconded by City Councilmember Marshall to approve the draft letter of support as amended for a countywide transportation system.

Said motion was adopted by the following vote:

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

NAYS: None (0)

**Approve FOPLC Public Safety Lieutenants 2021-2023 Contract – Resolution No. 19579**

The City Manager reviewed that the FOPLC Lieutenants Division and staff negotiated a tentative agreement on the expired union contract and reviewed proposed changes to the new contract which largely mirrored language in the recently adopted collective bargaining agreement with the Public Safety Officers Division.

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

WHEREAS, certain Department of Public Safety Lieutenants are represented by the Fraternal Order of Police Labor Council (FOPLC); and

WHEREAS, City and bargaining unit representatives negotiated provisions of a proposed agreement for the Public Safety Lieutenants Division; and

WHEREAS, the City Manager now has reported that an agreement has been reached with the FOPLC Public Safety Lieutenants Division for the period of January 1, 2021–December 31, 2023:

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby directed to execute on behalf of the City an employment agreement with the Department of Public Safety Lieutenants Division who are represented by the Fraternal Order of Police Labor Council.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Approve Public Safety Lieutenants MERS Health Care Savings Program & Agreement – Resolution No. 19580**

The City Manager reviewed the MERS Health Care Savings Program (HCSP) as part of the recently approved collective bargaining agreement with the Public Safety Lieutenants; that the program requires all Lieutenants to participate and to make mandatory contributions in the amount of 4% of their wages; that there are no employer contributions; that MERS will manage investments for the account and upon leaving employment with the City, Lieutenants will be able to access the funds for eligible medical expenses; and that MERS requires a HCSP Participation Agreement approved by Council to establish the plan and plan provisions.

City Councilmember Shiels moved that, seconded by City Councilmember Marshall to approve the MERS Health Care Savings Program Participation Agreement for the Public Safety Lieutenants required by MERS and authorize execution of the agreement that will establish the plan as provided in the collective bargaining agreement.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

**Name Municipal League Annual Meeting Representatives – Resolution No. 19581**

The City Manager reported that at the request of the Michigan Municipal League, the City Council was being asked to adopt a proposed resolution that would confirm the City Council's appointment of an official voting representative and an alternate representative, one of whom would attend the annual business meeting of the Municipal League that would be conducted September 22, in conjunction with the League's 2021 Convention September 22-24, which will be held in Grand Rapids.

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

BE IT RESOLVED that the City of Petoskey City Council does and hereby selects Councilmember Shiels as the City's voting representative for the annual business meeting of the Michigan Municipal League that has been scheduled for Wednesday, September 22, 2021, which will be conducted in Grand Rapids; and

BE IT FURTHER RESOLVED that the City Council does and hereby selects Councilmember Walker as the City's alternate representative to serve in the absence of the voting representative at said annual meeting.

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

NAYS: None (0)

**Council Comments**

Mayor Murphy asked for City Council comments and City Councilmember Wagner commented that North Central Michigan College will have a ribbon cutting ceremony at 5:00 P.M., August 19. City Councilmember Shiels inquired if citizens can sign up to receive City newsletter via texts. City Councilmember Marshall commented that there should be a Compliance Officer included as part of the 2022 Annual Budget and commented that she has received citizen complaints of speeding on Michigan Street. Mayor Murphy reviewed several upcoming events in the community.

There being no further business to come before the City Council, this August 16, 2021, meeting of the City Council adjourned at 9:15 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer



## CITY COUNCIL

September 7, 2021

A special meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Tuesday, September 7, 2021. This meeting was called to order at 5:00 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 and Executive Assistant Sarah Bek.

### **Consent Agenda - Resolution No. 19582**

Following introduction of the consent agenda for this meeting of September 7, 2021, City Councilmember Shiels moved that, seconded by City Councilmember Walker adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the August 23, 2021 special session City Council meeting be and are hereby approved.

Said resolution was adopted by the following vote:

AYES: Marshall, Shiels, Wagner, Walker, Murphy (5)  
NAYS: None (0)

### **Approve Recruitment Firm for Finance Director Position – Resolution No. 19583**

The City Manager reviewed that at the August 23 special meeting, City Council and the City Manager agreed to solicit proposals to hire a recruitment firm for the soon to be vacant position; that the position would be advertised as a Director of Finance with Clerk-Treasurer responsibilities and duties included in the job description; that six recruitment firms were contacted including GovHR, Illinois, Mercer Group, North Carolina, Michigan Municipal League, Michigan, Koff and Associates, California, Prothman, Washington, and Hire Road, Michigan; reviewed highlights of each proposal including costs; and that the four-member interview committee ranked the proposals and unanimously recommended GovHR for recruitment services based on qualifications, broad range of resources, recruitment strategies, location relative to the Midwest and reference checks.

City Councilmembers discussed the proposals; possible issues of limited candidates due to housing, relocation costs and qualifications; timeframe of process and if it could be condensed to less than 14-16 weeks; hiring process and who is on the interview committee and what the Director of Finance's roll will be in the hiring process; and discussed wage which will be based on qualifications and the recruitment firms recommendation.

City Councilmember Walker moved that, seconded by City Councilmember Wagner to approve the proposal form GovHR, Illinois, to perform the Director of Finance job search in the amount of \$22,500 plus travel expenses.

Said motion was adopted by the following vote:

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

NAYS: None (0)

There being no further business to come before the City Council, this September 7, 2021, meeting of the City Council adjourned at 5:35 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
08/21	08/18/2021	94138	24/7 Sewer & Drain Cleaning	592-556-802.000	285.00
08/21	08/18/2021	94139	5H Irrigation & Maintenance	101-528-802.000	3,060.00
08/21	08/18/2021	94140	Airgas USA LLC	661-598-785.000	28.14
08/21	08/18/2021	94140	Airgas USA LLC	661-598-785.000	55.37
08/21	08/18/2021	94140	Airgas USA LLC	661-598-785.000	113.92
08/21	08/18/2021	94141	All Scapes LLC	202-467-802.000	2,830.00
08/21	08/18/2021	94142	Amazon Capital Services	101-345-751.000	910.19
08/21	08/18/2021	94142	Amazon Capital Services	101-345-751.000	673.19-
08/21	08/18/2021	94142	Amazon Capital Services	101-789-802.000	28.71
08/21	08/18/2021	94143	Apex Software	101-257-751.000	235.00
08/21	08/18/2021	94144	AT & T MOBILITY	514-587-920.000	377.92
08/21	08/18/2021	94145	AT&T	592-560-850.000	167.86
08/21	08/18/2021	94145	AT&T	592-558-920.000	79.26
08/21	08/18/2021	94146	AT&T Long Distance	101-345-850.000	116.78
08/21	08/18/2021	94147	Atchison Paper & Supply	271-790-751.000	59.60
08/21	08/18/2021	94148	Baytees	101-770-767.000	58.00
08/21	08/18/2021	94149	Blackman, Tina	101-756-808.140	3,233.52
08/21	08/18/2021	94150	Blarney Castle Oil Co.	101-789-772.000	6,249.06
08/21	08/18/2021	94150	Blarney Castle Oil Co.	101-789-772.000	7,691.40
08/21	08/18/2021	94150	Blarney Castle Oil Co.	101-789-772.000	1,952.32
08/21	08/18/2021	94150	Blarney Castle Oil Co.	101-789-772.000	5,448.99
08/21	08/18/2021	94150	Blarney Castle Oil Co.	101-789-772.000	9,251.95
08/21	08/18/2021	94150	Blarney Castle Oil Co.	101-789-772.000	6,239.73
08/21	08/18/2021	94150	Blarney Castle Oil Co.	101-789-772.000	7,269.33
08/21	08/18/2021	94150	Blarney Castle Oil Co.	101-789-772.000	7,618.58
08/21	08/18/2021	94150	Blarney Castle Oil Co.	101-789-772.000	5,426.19
08/21	08/18/2021	94150	Blarney Castle Oil Co.	101-789-772.000	6,254.25
08/21	08/18/2021	94151	BLUE CROSS\BLUE SHIELD - MICH.	101-172-724.000	948.17
08/21	08/18/2021	94151	BLUE CROSS\BLUE SHIELD - MICH.	101-208-724.000	197.53
08/21	08/18/2021	94151	BLUE CROSS\BLUE SHIELD - MICH.	101-345-724.000	6,637.22
08/21	08/18/2021	94151	BLUE CROSS\BLUE SHIELD - MICH.	101-441-724.000	1,185.22
08/21	08/18/2021	94151	BLUE CROSS\BLUE SHIELD - MICH.	204-481-724.000	2,923.53
08/21	08/18/2021	94151	BLUE CROSS\BLUE SHIELD - MICH.	271-790-724.000	395.07
08/21	08/18/2021	94151	BLUE CROSS\BLUE SHIELD - MICH.	514-587-724.000	1,185.21
08/21	08/18/2021	94151	BLUE CROSS\BLUE SHIELD - MICH.	582-588-724.000	1,299.61
08/21	08/18/2021	94151	BLUE CROSS\BLUE SHIELD - MICH.	592-549-724.000	4,345.80
08/21	08/18/2021	94151	BLUE CROSS\BLUE SHIELD - MICH.	592-560-724.000	197.54
08/21	08/18/2021	94152	Char-Em United Way	701-000-230.800	46.50
08/21	08/18/2021	94153	Chippewa River District Library	271-790-955.000	10.00
08/21	08/18/2021	94154	Cintas Corp #729	101-268-802.000	15.54
08/21	08/18/2021	94154	Cintas Corp #729	592-544-802.000	41.25
08/21	08/18/2021	94154	Cintas Corp #729	582-593-930.000	9.07
08/21	08/18/2021	94154	Cintas Corp #729	204-481-767.000	70.16
08/21	08/18/2021	94154	Cintas Corp #729	582-588-767.000	79.60
08/21	08/18/2021	94154	Cintas Corp #729	592-560-767.000	35.95
08/21	08/18/2021	94154	Cintas Corp #729	592-549-767.000	35.96
08/21	08/18/2021	94154	Cintas Corp #729	101-268-802.000	15.54
08/21	08/18/2021	94154	Cintas Corp #729	592-544-802.000	45.45
08/21	08/18/2021	94154	Cintas Corp #729	582-593-930.000	33.72
08/21	08/18/2021	94154	Cintas Corp #729	204-481-767.000	70.16
08/21	08/18/2021	94154	Cintas Corp #729	582-588-767.000	79.60
08/21	08/18/2021	94154	Cintas Corp #729	592-560-767.000	35.95
08/21	08/18/2021	94154	Cintas Corp #729	592-549-767.000	35.96
08/21	08/18/2021	94154	Cintas Corp #729	582-593-930.000	9.07
08/21	08/18/2021	94154	Cintas Corp #729	204-481-767.000	70.16
08/21	08/18/2021	94154	Cintas Corp #729	582-588-767.000	79.60

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
08/21	08/18/2021	94154	Cintas Corp #729	592-560-767.000	35.95
08/21	08/18/2021	94154	Cintas Corp #729	592-549-767.000	35.96
08/21	08/18/2021	94155	Consumers Energy	592-558-920.000	96.65
08/21	08/18/2021	94155	Consumers Energy	592-558-920.000	100.98
08/21	08/18/2021	94155	Consumers Energy	592-558-920.000	51.19
08/21	08/18/2021	94155	Consumers Energy	592-558-920.000	372.90
08/21	08/18/2021	94155	Consumers Energy	592-558-920.000	197.56
08/21	08/18/2021	94155	Consumers Energy	202-475-920.000	98.89
08/21	08/18/2021	94155	Consumers Energy	592-558-920.000	45.97
08/21	08/18/2021	94155	Consumers Energy	592-558-920.000	504.97
08/21	08/18/2021	94155	Consumers Energy	592-558-920.000	252.12
08/21	08/18/2021	94155	Consumers Energy	592-558-920.000	71.32
08/21	08/18/2021	94155	Consumers Energy	592-538-920.000	5,122.43
08/21	08/18/2021	94156	David L Hoffman Landscaping & Nursery	582-020-360.000	1,686.65
08/21	08/18/2021	94156	David L Hoffman Landscaping & Nursery	582-598-802.000	1,686.65
08/21	08/18/2021	94157	Derr Oil Co.	661-598-759.000	2,273.72
08/21	08/18/2021	94158	DeWolf & Associates	101-345-912.000	510.00
08/21	08/18/2021	94159	Dornbos Sign Inc.	101-770-802.000	197.31
08/21	08/18/2021	94160	Dunn's Business Solutions	204-481-751.000	41.95
08/21	08/18/2021	94160	Dunn's Business Solutions	582-593-751.000	41.96
08/21	08/18/2021	94160	Dunn's Business Solutions	582-588-751.000	41.96
08/21	08/18/2021	94160	Dunn's Business Solutions	592-549-751.000	41.96
08/21	08/18/2021	94160	Dunn's Business Solutions	592-560-751.000	41.96
08/21	08/18/2021	94160	Dunn's Business Solutions	661-598-751.000	41.96
08/21	08/18/2021	94160	Dunn's Business Solutions	204-481-751.000	11.70
08/21	08/18/2021	94160	Dunn's Business Solutions	582-593-751.000	11.70
08/21	08/18/2021	94160	Dunn's Business Solutions	582-593-751.000	11.70
08/21	08/18/2021	94160	Dunn's Business Solutions	592-549-751.000	11.70
08/21	08/18/2021	94160	Dunn's Business Solutions	592-560-751.000	11.70
08/21	08/18/2021	94160	Dunn's Business Solutions	661-598-751.000	11.71
08/21	08/18/2021	94160	Dunn's Business Solutions	101-172-751.000	16.35
08/21	08/18/2021	94160	Dunn's Business Solutions	101-201-751.000	16.35
08/21	08/18/2021	94160	Dunn's Business Solutions	101-208-751.000	11.44
08/21	08/18/2021	94160	Dunn's Business Solutions	101-257-751.000	8.17
08/21	08/18/2021	94160	Dunn's Business Solutions	101-215-751.000	9.81
08/21	08/18/2021	94160	Dunn's Business Solutions	101-345-751.000	42.50
08/21	08/18/2021	94160	Dunn's Business Solutions	101-400-751.000	8.17
08/21	08/18/2021	94160	Dunn's Business Solutions	101-441-751.000	24.52
08/21	08/18/2021	94160	Dunn's Business Solutions	101-770-751.000	4.90
08/21	08/18/2021	94160	Dunn's Business Solutions	101-773-775.000	1.63
08/21	08/18/2021	94160	Dunn's Business Solutions	101-756-751.000	16.35
08/21	08/18/2021	94160	Dunn's Business Solutions	101-789-751.000	3.28
08/21	08/18/2021	94161	Emmet Co. Dept of Public Works	101-528-802.000	5,367.75
08/21	08/18/2021	94162	Emmet County Treasurer	703-040-222.220	393,831.94
08/21	08/18/2021	94162	Emmet County Treasurer	703-040-222.220	24,598.62
08/21	08/18/2021	94162	Emmet County Treasurer	703-040-228.220	490,711.95
08/21	08/18/2021	94163	Empiric Solutions Inc.	101-228-802.000	8,654.00
08/21	08/18/2021	94164	Englebrecht, Robert	101-257-802.100	3,750.00
08/21	08/18/2021	94165	Envisionware Inc.	271-790-802.000	725.00
08/21	08/18/2021	94165	Envisionware Inc.	271-790-802.000	1,078.79
08/21	08/18/2021	94166	Etna Supply	582-586-775.000	346.45
08/21	08/18/2021	94167	GFL Environmental	582-593-930.000	193.55
08/21	08/18/2021	94167	GFL Environmental	101-770-802.000	600.39
08/21	08/18/2021	94167	GFL Environmental	101-756-802.000	245.61
08/21	08/18/2021	94167	GFL Environmental	101-789-802.000	272.90
08/21	08/18/2021	94167	GFL Environmental	101-754-802.000	627.68

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08/21	08/18/2021	94167	GFL Environmental	101-268-802.000	382.07
08/21	08/18/2021	94167	GFL Environmental	101-265-802.000	600.39
08/21	08/18/2021	94167	GFL Environmental	101-773-931.000	211.75
08/21	08/18/2021	94167	GFL Environmental	101-265-802.000	211.75
08/21	08/18/2021	94167	GFL Environmental	101-770-802.000	211.75
08/21	08/18/2021	94167	GFL Environmental	101-754-802.000	211.75
08/21	08/18/2021	94168	Gibby's Garage	101-770-802.000	136.00
08/21	08/18/2021	94168	Gibby's Garage	582-593-930.000	204.00
08/21	08/18/2021	94168	Gibby's Garage	661-598-931.000	306.00
08/21	08/18/2021	94168	Gibby's Garage	661-598-932.000	510.00
08/21	08/18/2021	94168	Gibby's Garage	101-770-802.000	102.00
08/21	08/18/2021	94168	Gibby's Garage	582-593-930.000	306.00
08/21	08/18/2021	94168	Gibby's Garage	661-598-931.000	170.00
08/21	08/18/2021	94168	Gibby's Garage	661-598-932.000	714.00
08/21	08/18/2021	94168	Gibby's Garage	661-598-932.000	102.00
08/21	08/18/2021	94168	Gibby's Garage	661-598-931.000	102.00
08/21	08/18/2021	94169	GRAINGER	592-556-775.000	460.52
08/21	08/18/2021	94170	Great Lakes Energy	592-538-920.000	40.86
08/21	08/18/2021	94170	Great Lakes Energy	592-558-920.000	63.51
08/21	08/18/2021	94170	Great Lakes Energy	101-345-920.100	272.22
08/21	08/18/2021	94170	Great Lakes Energy	592-538-920.000	44.49
08/21	08/18/2021	94170	Great Lakes Energy	592-558-920.000	74.96
08/21	08/18/2021	94171	HydroCorp	592-545-802.000	1,768.00
08/21	08/18/2021	94172	Ingram Library Services	271-790-760.000	1,980.11
08/21	08/18/2021	94172	Ingram Library Services	271-790-760.100	1,361.15
08/21	08/18/2021	94172	Ingram Library Services	271-790-760.200	315.14
08/21	08/18/2021	94172	Ingram Library Services	271-790-880.000	522.00
08/21	08/18/2021	94173	Integrity Business Solutions	514-587-802.100	46.79
08/21	08/18/2021	94174	John E. Green Co.	271-790-930.000	255.00
08/21	08/18/2021	94174	John E. Green Co.	271-790-930.000	210.00
08/21	08/18/2021	94175	K & J Septic Service LLC	101-770-802.000	140.00
08/21	08/18/2021	94176	KSS Enterprises	101-789-985.000	226.80
08/21	08/18/2021	94176	KSS Enterprises	101-268-775.000	127.33
08/21	08/18/2021	94177	LexisNexis Risk Data Management Inc.	101-208-802.000	150.00
08/21	08/18/2021	94178	Lowery Underground Service	582-586-802.000	5,097.50
08/21	08/18/2021	94178	Lowery Underground Service	582-020-360.000	9,457.33
08/21	08/18/2021	94178	Lowery Underground Service	582-598-802.000	8,182.67
08/21	08/18/2021	94179	MDC Contracting LLC	203-451-802.000	29,672.70
08/21	08/18/2021	94179	MDC Contracting LLC	592-020-342.000	187,097.11
08/21	08/18/2021	94180	MERS Health Saving Plan	701-000-230.195	1,246.61
08/21	08/18/2021	94180	MERS Health Saving Plan	701-000-230.195	60.86
08/21	08/18/2021	94181	Michigan Pure Ice	101-789-775.000	74.75
08/21	08/18/2021	94181	Michigan Pure Ice	101-789-775.000	32.20
08/21	08/18/2021	94181	Michigan Pure Ice	101-789-775.000	34.50
08/21	08/18/2021	94182	Northland Library Cooperative	271-790-802.000	7,245.98
08/21	08/18/2021	94183	ORIENTAL TRADING COMPANY	271-790-958.000	57.35
08/21	08/18/2021	94184	OTEC Radio Comm. Equipment	661-598-932.000	555.00
08/21	08/18/2021	94184	OTEC Radio Comm. Equipment	582-593-785.000	599.75
08/21	08/18/2021	94184	OTEC Radio Comm. Equipment	661-598-931.000	105.00
08/21	08/18/2021	94185	P.C. Lawn Care	582-593-930.000	696.25
08/21	08/18/2021	94185	P.C. Lawn Care	202-467-802.000	847.50
08/21	08/18/2021	94185	P.C. Lawn Care	203-467-802.000	365.00
08/21	08/18/2021	94186	Peninsula Fiber Network LLC	101-228-850.000	446.00
08/21	08/18/2021	94187	Personal Graphics Inc.	248-739-880.200	297.59
08/21	08/18/2021	94188	Petoskey Public Schools	703-040-236.220	950,096.22
08/21	08/18/2021	94188	Petoskey Public Schools	703-040-237.220	118,696.35

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08/21	08/18/2021	94188	Petoskey Public Schools	703-040-237.220	79,329.65
08/21	08/18/2021	94189	Power Line Supply	582-010-111.000	26.40
08/21	08/18/2021	94189	Power Line Supply	582-010-111.000	8,959.08
08/21	08/18/2021	94189	Power Line Supply	582-586-775.000	78.00
08/21	08/18/2021	94190	Proclean North	582-593-930.000	1,463.00
08/21	08/18/2021	94191	PROTEC	204-481-802.000	708.75
08/21	08/18/2021	94192	QUALITY SERVICED TOOLS	582-593-930.000	217.55
08/21	08/18/2021	94193	Renkes, Tom	248-739-880.200	150.00
08/21	08/18/2021	94194	Rockford Public Safety	101-345-783.000	8.55
08/21	08/18/2021	94195	Royal Tire	661-598-931.000	18.75
08/21	08/18/2021	94195	Royal Tire	661-598-931.000	117.17
08/21	08/18/2021	94196	Ryan Brothers Inc.	582-020-360.000	3,880.00
08/21	08/18/2021	94196	Ryan Brothers Inc.	582-598-802.000	3,880.00
08/21	08/18/2021	94196	Ryan Brothers Inc.	582-590-802.000	187.50
08/21	08/18/2021	94196	Ryan Brothers Inc.	101-773-802.000	744.75
08/21	08/18/2021	94196	Ryan Brothers Inc.	592-545-802.000	1,749.00
08/21	08/18/2021	94197	Sanisweep Inc.	202-132-802.000	1,937.25
08/21	08/18/2021	94198	Sirchie	101-345-775.000	48.10
08/21	08/18/2021	94199	SiteOne Landscape Supply	204-010-111.000	1,036.65
08/21	08/18/2021	94200	Spartan Distributors Inc.	661-598-931.000	185.56
08/21	08/18/2021	94201	Spectrum Business	101-172-850.000	87.86
08/21	08/18/2021	94201	Spectrum Business	101-201-850.000	70.29
08/21	08/18/2021	94201	Spectrum Business	101-208-850.000	43.93
08/21	08/18/2021	94201	Spectrum Business	101-257-850.000	43.93
08/21	08/18/2021	94201	Spectrum Business	101-215-850.000	35.15
08/21	08/18/2021	94201	Spectrum Business	101-345-850.000	96.65
08/21	08/18/2021	94201	Spectrum Business	101-345-850.100	181.55
08/21	08/18/2021	94201	Spectrum Business	101-770-850.000	114.98
08/21	08/18/2021	94201	Spectrum Business	592-560-850.000	38.18
08/21	08/18/2021	94201	Spectrum Business	101-345-850.000	70.48
08/21	08/18/2021	94201	Spectrum Business	514-587-802.100	133.16
08/21	08/18/2021	94201	Spectrum Business	582-593-850.000	38.38
08/21	08/18/2021	94201	Spectrum Business	582-588-850.000	94.99
08/21	08/18/2021	94201	Spectrum Business	582-588-850.000	94.99
08/21	08/18/2021	94201	Spectrum Business	582-593-850.000	35.15
08/21	08/18/2021	94201	Spectrum Business	592-549-850.000	52.72
08/21	08/18/2021	94201	Spectrum Business	592-560-850.000	52.72
08/21	08/18/2021	94201	Spectrum Business	101-770-850.000	17.57
08/21	08/18/2021	94201	Spectrum Business	101-773-850.000	17.57
08/21	08/18/2021	94201	Spectrum Business	101-789-850.000	17.58
08/21	08/18/2021	94201	Spectrum Business	101-400-850.000	43.93
08/21	08/18/2021	94201	Spectrum Business	101-441-850.000	79.08
08/21	08/18/2021	94201	Spectrum Business	101-756-850.000	43.93
08/21	08/18/2021	94201	Spectrum Business	204-481-850.000	26.36
08/21	08/18/2021	94201	Spectrum Business	204-481-850.000	26.36
08/21	08/18/2021	94201	Spectrum Business	582-588-850.000	87.86
08/21	08/18/2021	94202	Spok	204-481-850.000	2.78
08/21	08/18/2021	94202	Spok	582-588-850.000	2.78
08/21	08/18/2021	94202	Spok	592-560-850.000	2.78
08/21	08/18/2021	94202	Spok	592-549-850.000	2.78
08/21	08/18/2021	94202	Spok	661-598-850.000	2.78
08/21	08/18/2021	94203	Standard Electric Company	582-010-111.000	8,360.80
08/21	08/18/2021	94203	Standard Electric Company	582-082-682.000	83.61-
08/21	08/18/2021	94204	Thru Glass Window Cleaning	514-587-802.100	25.00
08/21	08/18/2021	94205	Trace Analytics LLC	101-345-802.000	80.50
08/21	08/18/2021	94206	U.S. Bank Equipment Finance	204-481-751.000	16.50

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08/21	08/18/2021	94206	U.S. Bank Equipment Finance	582-593-751.000	16.50
08/21	08/18/2021	94206	U.S. Bank Equipment Finance	582-588-751.000	16.50
08/21	08/18/2021	94206	U.S. Bank Equipment Finance	592-549-751.000	16.50
08/21	08/18/2021	94206	U.S. Bank Equipment Finance	592-560-751.000	16.50
08/21	08/18/2021	94206	U.S. Bank Equipment Finance	661-598-751.000	16.50
08/21	08/18/2021	94207	Valley City Linen	271-790-752.000	25.00
08/21	08/18/2021	94207	Valley City Linen	271-790-752.000	25.00
08/21	08/18/2021	94207	Valley City Linen	271-790-752.000	25.00
08/21	08/18/2021	94207	Valley City Linen	271-790-752.000	25.00
08/21	08/18/2021	94208	Walters Sharpening Service Inc.	101-770-802.000	40.50
08/21	08/18/2021	94209	Wild Flowers	202-467-802.000	50.25
08/21	08/18/2021	94209	Wild Flowers	101-770-802.000	50.25
08/21	08/25/2021	94227	Aflac	701-000-230.180	797.26
08/21	08/25/2021	94228	Amazon Capital Services	101-345-751.000	795.00
08/21	08/25/2021	94229	Amazon Credit Plan	271-790-751.000	76.99
08/21	08/25/2021	94229	Amazon Credit Plan	271-790-760.000	247.75
08/21	08/25/2021	94229	Amazon Credit Plan	271-790-761.000	63.43
08/21	08/25/2021	94229	Amazon Credit Plan	271-790-761.200	152.65
08/21	08/25/2021	94229	Amazon Credit Plan	271-790-958.000	71.89
08/21	08/25/2021	94229	Amazon Credit Plan	271-790-958.100	76.99
08/21	08/25/2021	94229	Amazon Credit Plan	271-790-964.000	59.95
08/21	08/25/2021	94230	Apple Tree Inn	248-540-882.180	144.90
08/21	08/25/2021	94231	AT&T	592-538-850.000	89.43
08/21	08/25/2021	94232	Bendzinski & Co.	592-566-993.000	500.00
08/21	08/25/2021	94232	Bendzinski & Co.	271-792-993.000	250.00
08/21	08/25/2021	94232	Bendzinski & Co.	308-756-993.000	125.00
08/21	08/25/2021	94232	Bendzinski & Co.	365-756-993.000	125.00
08/21	08/25/2021	94233	Blarney Castle Oil Co.	101-789-772.000	3,393.43
08/21	08/25/2021	94233	Blarney Castle Oil Co.	101-789-772.000	263.28
08/21	08/25/2021	94233	Blarney Castle Oil Co.	101-789-772.000	2,943.44
08/21	08/25/2021	94233	Blarney Castle Oil Co.	101-789-772.000	5,182.61
08/21	08/25/2021	94233	Blarney Castle Oil Co.	101-789-772.000	6,684.57
08/21	08/25/2021	94233	Blarney Castle Oil Co.	101-789-772.000	7,749.82
08/21	08/25/2021	94233	Blarney Castle Oil Co.	101-789-772.000	5,221.00
08/21	08/25/2021	94234	Blue Care Network	101-172-724.000	375.28
08/21	08/25/2021	94234	Blue Care Network	101-201-724.000	2,777.08
08/21	08/25/2021	94234	Blue Care Network	101-208-724.000	450.34
08/21	08/25/2021	94234	Blue Care Network	101-215-724.000	375.28
08/21	08/25/2021	94234	Blue Care Network	101-265-724.000	517.89
08/21	08/25/2021	94234	Blue Care Network	592-549-724.000	1,576.18
08/21	08/25/2021	94234	Blue Care Network	592-560-724.000	1,125.84
08/21	08/25/2021	94234	Blue Care Network	101-770-724.000	2,439.32
08/21	08/25/2021	94234	Blue Care Network	101-773-724.000	382.79
08/21	08/25/2021	94234	Blue Care Network	101-789-724.000	780.59
08/21	08/25/2021	94234	Blue Care Network	271-790-724.000	4,428.32
08/21	08/25/2021	94234	Blue Care Network	514-587-724.000	375.28
08/21	08/25/2021	94234	Blue Care Network	582-588-724.000	4,520.32
08/21	08/25/2021	94234	Blue Care Network	101-268-724.000	1,114.59
08/21	08/25/2021	94234	Blue Care Network	101-345-724.000	11,258.39
08/21	08/25/2021	94234	Blue Care Network	101-400-724.000	555.42
08/21	08/25/2021	94234	Blue Care Network	101-441-724.000	1,260.95
08/21	08/25/2021	94234	Blue Care Network	101-754-724.000	506.63
08/21	08/25/2021	94234	Blue Care Network	101-756-724.000	1,298.47
08/21	08/25/2021	94235	CDW Government	101-228-802.000	2,551.00
08/21	08/25/2021	94236	Center Point Large Print	271-790-760.000	80.41
08/21	08/25/2021	94237	Cowboy Killers	248-540-882.140	900.00

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08/21	08/25/2021	94238	David L Hoffman Landscaping & Nursery	101-770-802.000	3,658.25
08/21	08/25/2021	94238	David L Hoffman Landscaping & Nursery	247-751-802.000	1,588.75
08/21	08/25/2021	94238	David L Hoffman Landscaping & Nursery	204-470-802.000	788.75
08/21	08/25/2021	94239	Dell Marketing L.P.	101-172-751.000	521.98
08/21	08/25/2021	94239	Dell Marketing L.P.	101-208-751.000	932.20
08/21	08/25/2021	94239	Dell Marketing L.P.	101-201-802.000	1,864.40
08/21	08/25/2021	94240	Delta Dental	101-172-724.000	49.97
08/21	08/25/2021	94240	Delta Dental	101-201-724.000	134.87
08/21	08/25/2021	94240	Delta Dental	101-208-724.000	25.88
08/21	08/25/2021	94240	Delta Dental	101-215-724.000	17.66
08/21	08/25/2021	94240	Delta Dental	101-265-724.000	23.81
08/21	08/25/2021	94240	Delta Dental	101-268-724.000	47.86
08/21	08/25/2021	94240	Delta Dental	592-549-724.000	318.17
08/21	08/25/2021	94240	Delta Dental	592-560-724.000	65.29
08/21	08/25/2021	94240	Delta Dental	701-000-230.110	1,348.52
08/21	08/25/2021	94240	Delta Dental	101-773-724.000	16.00
08/21	08/25/2021	94240	Delta Dental	101-789-724.000	32.03
08/21	08/25/2021	94240	Delta Dental	204-481-724.000	131.51
08/21	08/25/2021	94240	Delta Dental	271-790-724.000	218.97
08/21	08/25/2021	94240	Delta Dental	514-587-724.000	72.42
08/21	08/25/2021	94240	Delta Dental	582-588-724.000	242.19
08/21	08/25/2021	94240	Delta Dental	101-345-724.000	851.86
08/21	08/25/2021	94240	Delta Dental	101-400-724.000	26.57
08/21	08/25/2021	94240	Delta Dental	101-441-724.000	125.41
08/21	08/25/2021	94240	Delta Dental	101-754-724.000	24.88
08/21	08/25/2021	94240	Delta Dental	101-756-724.000	63.80
08/21	08/25/2021	94240	Delta Dental	101-770-724.000	122.90
08/21	08/25/2021	94241	Drost Landscape	101-770-802.100	820.62
08/21	08/25/2021	94242	DTE Energy	592-538-920.000	37.80
08/21	08/25/2021	94242	DTE Energy	101-265-924.000	39.19
08/21	08/25/2021	94242	DTE Energy	582-593-924.000	34.99
08/21	08/25/2021	94242	DTE Energy	101-773-924.000	93.18
08/21	08/25/2021	94242	DTE Energy	101-265-924.000	53.93
08/21	08/25/2021	94242	DTE Energy	592-538-920.000	34.99
08/21	08/25/2021	94242	DTE Energy	101-345-920.100	46.91
08/21	08/25/2021	94242	DTE Energy	592-558-920.000	34.99
08/21	08/25/2021	94242	DTE Energy	592-551-920.000	124.04
08/21	08/25/2021	94242	DTE Energy	592-551-920.000	619.09
08/21	08/25/2021	94242	DTE Energy	271-790-924.000	34.99
08/21	08/25/2021	94242	DTE Energy	582-593-920.000	50.13
08/21	08/25/2021	94242	DTE Energy	592-555-920.000	40.73
08/21	08/25/2021	94242	DTE Energy	592-538-920.000	40.59
08/21	08/25/2021	94242	DTE Energy	271-790-924.000	38.80
08/21	08/25/2021	94242	DTE Energy	101-268-924.000	46.21
08/21	08/25/2021	94242	DTE Energy	101-770-924.000	34.99
08/21	08/25/2021	94242	DTE Energy	514-587-802.100	29.16
08/21	08/25/2021	94242	DTE Energy	592-538-920.000	34.99
08/21	08/25/2021	94242	DTE Energy	101-345-920.000	62.33
08/21	08/25/2021	94243	EJ USA Inc.	592-010-111.000	1,204.57
08/21	08/25/2021	94244	Emmet Plumbing & Heating Inc.	101-770-802.000	142.50
08/21	08/25/2021	94244	Emmet Plumbing & Heating Inc.	101-773-802.000	3,353.40
08/21	08/25/2021	94244	Emmet Plumbing & Heating Inc.	101-789-802.000	790.94
08/21	08/25/2021	94245	FEDEX	271-790-751.000	24.18
08/21	08/25/2021	94246	Flynn, Martin	592-542-775.000	16.42
08/21	08/25/2021	94247	Gale/Cengage Learning	271-790-760.000	30.39
08/21	08/25/2021	94247	Gale/Cengage Learning	271-790-760.000	29.59

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08/21	08/25/2021	94247	Gale/Cengage Learning	271-790-760.000	24.79
08/21	08/25/2021	94248	Ginop Sales Inc.	661-020-140.000	6,186.00
08/21	08/25/2021	94249	Goodman, Becky	248-739-886.000	85.28
08/21	08/25/2021	94249	Goodman, Becky	514-587-912.000	186.76
08/21	08/25/2021	94250	Grand Traverse Mobile Communications	661-020-142.000	5,857.07
08/21	08/25/2021	94251	JanWay Corporation USA, Inc.	271-790-752.000	90.00
08/21	08/25/2021	94252	LexisNexis Risk Data Management Inc.	514-587-802.000	150.00
08/21	08/25/2021	94253	Michigan Pure Ice	101-789-775.000	69.00
08/21	08/25/2021	94253	Michigan Pure Ice	101-789-775.000	103.50
08/21	08/25/2021	94254	MIGHTY FINE PIZZA	101-756-808.010	465.50
08/21	08/25/2021	94255	North Country IT	271-790-802.000	386.00
08/21	08/25/2021	94256	Peninsula Fiber Network LLC	271-790-850.000	133.80
08/21	08/25/2021	94257	Plunkett Cooney	101-266-802.000	891.00
08/21	08/25/2021	94258	PRANTERA, MARY SUE	271-790-912.000	61.04
08/21	08/25/2021	94259	Quality First Aid & Safety Inc.	582-593-930.000	12.99
08/21	08/25/2021	94259	Quality First Aid & Safety Inc.	592-542-775.000	13.99
08/21	08/25/2021	94260	Staples Advantage	101-172-751.000	2.60
08/21	08/25/2021	94260	Staples Advantage	101-201-751.000	2.60
08/21	08/25/2021	94260	Staples Advantage	101-208-751.000	1.82
08/21	08/25/2021	94260	Staples Advantage	101-257-751.000	1.30
08/21	08/25/2021	94260	Staples Advantage	101-215-751.000	1.56
08/21	08/25/2021	94260	Staples Advantage	101-345-751.000	6.75
08/21	08/25/2021	94260	Staples Advantage	101-441-751.000	213.65
08/21	08/25/2021	94260	Staples Advantage	101-400-751.000	1.30
08/21	08/25/2021	94260	Staples Advantage	101-441-751.000	3.89
08/21	08/25/2021	94260	Staples Advantage	101-770-751.000	.78
08/21	08/25/2021	94260	Staples Advantage	101-773-775.000	.26
08/21	08/25/2021	94260	Staples Advantage	101-756-751.000	2.60
08/21	08/25/2021	94260	Staples Advantage	101-789-751.000	.50
08/21	08/25/2021	94261	Traffic & Safety Control Systems Inc.	514-587-802.000	81.00
08/21	08/25/2021	94262	Unique Management Services Inc.	271-790-802.000	50.00
08/21	08/25/2021	94262	Unique Management Services Inc.	271-790-802.000	50.00
08/21	08/25/2021	94263	USIO	514-587-887.000	79.33
08/21	08/25/2021	94264	VSP	101-172-724.000	26.88
08/21	08/25/2021	94264	VSP	101-201-724.000	66.64
08/21	08/25/2021	94264	VSP	101-208-724.000	13.44
08/21	08/25/2021	94264	VSP	101-215-724.000	10.64
08/21	08/25/2021	94264	VSP	101-265-724.000	11.98
08/21	08/25/2021	94264	VSP	101-268-724.000	23.32
08/21	08/25/2021	94264	VSP	592-549-724.000	145.88
08/21	08/25/2021	94264	VSP	592-560-724.000	34.44
08/21	08/25/2021	94264	VSP	701-000-230.110	39.76
08/21	08/25/2021	94264	VSP	101-773-724.000	8.06
08/21	08/25/2021	94264	VSP	101-789-724.000	15.62
08/21	08/25/2021	94264	VSP	204-481-724.000	66.64
08/21	08/25/2021	94264	VSP	271-790-724.000	114.80
08/21	08/25/2021	94264	VSP	514-587-724.000	42.56
08/21	08/25/2021	94264	VSP	582-588-724.000	122.64
08/21	08/25/2021	94264	VSP	101-345-724.000	442.97
08/21	08/25/2021	94264	VSP	101-400-724.000	13.89
08/21	08/25/2021	94264	VSP	101-441-724.000	64.74
08/21	08/25/2021	94264	VSP	101-754-724.000	13.24
08/21	08/25/2021	94264	VSP	101-756-724.000	31.42
08/21	08/25/2021	94264	VSP	101-770-724.000	65.24
08/21	08/25/2021	94265	Walters Sharpening Service Inc.	661-598-931.000	77.00
08/21	08/25/2021	94266	West Marine Pro	101-789-775.000	21.84

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08/21	08/25/2021	94267	Willcomes Wood Products LLC	101-773-802.000	700.00
09/21	09/01/2021	94278	5H Irrigation & Maintenance	101-528-802.000	4,590.00
09/21	09/01/2021	94279	Access Locksmithing Inc.	101-789-802.000	392.50
09/21	09/01/2021	94279	Access Locksmithing Inc.	101-789-802.000	170.00
09/21	09/01/2021	94280	Advance Auto Parts	661-598-932.000	9.92
09/21	09/01/2021	94281	Amazon Capital Services	101-789-775.000	37.54
09/21	09/01/2021	94281	Amazon Capital Services	101-172-751.000	141.03
09/21	09/01/2021	94282	Ballard's Plumbing & Heating	592-545-802.000	485.96
09/21	09/01/2021	94283	Beckett & Raeder Inc.	101-770-970.000	16,181.00
09/21	09/01/2021	94283	Beckett & Raeder Inc.	101-770-802.000	1,950.00
09/21	09/01/2021	94283	Beckett & Raeder Inc.	582-588-802.000	280.00
09/21	09/01/2021	94283	Beckett & Raeder Inc.	204-481-802.000	840.00
09/21	09/01/2021	94283	Beckett & Raeder Inc.	247-751-802.000	720.00
09/21	09/01/2021	94284	Benchmark Engineering Inc.	204-481-802.000	492.00
09/21	09/01/2021	94285	BILLER PRESS	514-587-775.000	552.56
09/21	09/01/2021	94286	Blarney Castle Oil Co.	101-789-772.000	750.09
09/21	09/01/2021	94286	Blarney Castle Oil Co.	101-789-772.000	6,152.30
09/21	09/01/2021	94286	Blarney Castle Oil Co.	101-789-772.000	4,686.53
09/21	09/01/2021	94286	Blarney Castle Oil Co.	101-789-772.000	4,154.80
09/21	09/01/2021	94286	Blarney Castle Oil Co.	101-789-772.000	5,696.48
09/21	09/01/2021	94286	Blarney Castle Oil Co.	101-789-772.000	7,776.76
09/21	09/01/2021	94287	Char-Em United Way	701-000-230.800	46.50
09/21	09/01/2021	94288	Cintas Corp #729	582-593-930.000	33.72
09/21	09/01/2021	94288	Cintas Corp #729	204-481-767.000	95.15
09/21	09/01/2021	94288	Cintas Corp #729	582-588-767.000	58.11
09/21	09/01/2021	94288	Cintas Corp #729	592-560-767.000	34.45
09/21	09/01/2021	94288	Cintas Corp #729	592-549-767.000	34.45
09/21	09/01/2021	94288	Cintas Corp #729	101-268-802.000	15.54
09/21	09/01/2021	94288	Cintas Corp #729	592-544-802.000	45.45
09/21	09/01/2021	94288	Cintas Corp #729	582-593-930.000	33.72
09/21	09/01/2021	94288	Cintas Corp #729	204-481-767.000	70.17
09/21	09/01/2021	94288	Cintas Corp #729	582-588-767.000	79.60
09/21	09/01/2021	94288	Cintas Corp #729	592-560-767.000	35.95
09/21	09/01/2021	94288	Cintas Corp #729	592-549-767.000	35.95
09/21	09/01/2021	94288	Cintas Corp #729	582-593-930.000	9.07
09/21	09/01/2021	94288	Cintas Corp #729	204-481-767.000	70.17
09/21	09/01/2021	94288	Cintas Corp #729	582-588-767.000	79.60
09/21	09/01/2021	94288	Cintas Corp #729	592-560-767.000	35.95
09/21	09/01/2021	94288	Cintas Corp #729	592-549-767.000	35.95
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	2,112.02
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	101-268-920.000	1,317.50
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	4,180.24
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	669.56
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	101-754-920.000	460.18
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	8,276.39
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	582-586-920.000	39.05
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	582-593-920.000	1,820.38
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	592-538-920.000	16,923.36
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	592-542-920.000	39.07
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	592-551-920.000	15,214.97
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	592-555-920.000	1,103.21
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	5,088.57
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	4,902.09
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	204-448-920.000	2,800.00
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	271-790-920.000	3,815.73
09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	514-587-802.100	47.97

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09/21	09/01/2021	94289	CITY TREAS. FOR UTILITY BILLS	514-587-920.000	271.27
09/21	09/01/2021	94290	David L Hoffman Landscaping & Nursery	271-790-930.000	160.50
09/21	09/01/2021	94291	Decka Digital LLC	101-257-751.000	50.00
09/21	09/01/2021	94292	Derrer Oil Co.	661-598-759.000	2,370.16
09/21	09/01/2021	94293	Drost Landscape	204-470-802.000	1,044.00
09/21	09/01/2021	94294	Dunkel Excavating Services Inc.	101-756-778.000	440.00
09/21	09/01/2021	94295	Emmet Co. Dept of Public Works	514-587-802.100	50.00
09/21	09/01/2021	94296	Englebrecht, Robert	101-257-802.100	3,750.00
09/21	09/01/2021	94297	Five Star Screen Printing Plus	661-598-767.000	147.16
09/21	09/01/2021	94297	Five Star Screen Printing Plus	582-588-767.000	147.17
09/21	09/01/2021	94297	Five Star Screen Printing Plus	204-481-767.000	147.17
09/21	09/01/2021	94297	Five Star Screen Printing Plus	592-560-767.000	147.17
09/21	09/01/2021	94297	Five Star Screen Printing Plus	592-549-767.000	147.17
09/21	09/01/2021	94297	Five Star Screen Printing Plus	661-598-767.000	298.00
09/21	09/01/2021	94297	Five Star Screen Printing Plus	582-588-767.000	298.00
09/21	09/01/2021	94297	Five Star Screen Printing Plus	204-481-767.000	298.00
09/21	09/01/2021	94297	Five Star Screen Printing Plus	592-560-767.000	298.00
09/21	09/01/2021	94297	Five Star Screen Printing Plus	592-549-767.000	298.00
09/21	09/01/2021	94298	Fraternal Order of Police	701-000-230.400	946.00
09/21	09/01/2021	94299	Gibby's Garage	582-593-930.000	170.00
09/21	09/01/2021	94299	Gibby's Garage	661-598-931.000	238.00
09/21	09/01/2021	94299	Gibby's Garage	661-598-932.000	374.00
09/21	09/01/2021	94299	Gibby's Garage	582-593-930.000	170.00
09/21	09/01/2021	94299	Gibby's Garage	661-598-931.000	272.00
09/21	09/01/2021	94299	Gibby's Garage	661-598-932.000	34.00
09/21	09/01/2021	94300	GRP Engineering Inc.	582-588-802.000	952.75
09/21	09/01/2021	94300	GRP Engineering Inc.	582-588-802.000	1,402.50
09/21	09/01/2021	94300	GRP Engineering Inc.	582-588-802.000	1,712.50
09/21	09/01/2021	94300	GRP Engineering Inc.	582-588-802.000	120.00
09/21	09/01/2021	94301	Hotshots Drain Cleaning LLC	101-773-802.000	250.00
09/21	09/01/2021	94302	IR Electric Motor Service	592-554-802.000	260.00
09/21	09/01/2021	94303	JAMAR TECHNOLOGIES INC.	203-464-775.000	55.37
09/21	09/01/2021	94303	JAMAR TECHNOLOGIES INC.	202-464-775.000	55.38
09/21	09/01/2021	94304	John E. Green Co.	271-790-930.000	3,300.00
09/21	09/01/2021	94304	John E. Green Co.	271-790-930.000	294.80
09/21	09/01/2021	94304	John E. Green Co.	271-790-930.000	406.28
09/21	09/01/2021	94305	K & J Septic Service LLC	101-770-802.000	480.00
09/21	09/01/2021	94306	Kring Chevrolet Cadillac, Dave	661-598-932.000	317.42
09/21	09/01/2021	94307	KSS Enterprises	271-790-752.000	226.42
09/21	09/01/2021	94308	LAKE AREA COLLISION INC.	661-020-142.000	7,714.35
09/21	09/01/2021	94309	Lakeshore Learning	271-790-958.000	213.32
09/21	09/01/2021	94310	Lowery Underground Service	582-586-802.000	785.00
09/21	09/01/2021	94310	Lowery Underground Service	582-020-360.000	15,792.67
09/21	09/01/2021	94310	Lowery Underground Service	582-598-802.000	7,816.83
09/21	09/01/2021	94311	McLean & Eakin Booksellers	271-790-958.100	35.98
09/21	09/01/2021	94312	Mead & Hunt	592-556-802.000	1,495.00
09/21	09/01/2021	94313	Metcom	271-790-752.000	993.64
09/21	09/01/2021	94314	Michigan Downtown Association	514-587-912.000	300.00
09/21	09/01/2021	94315	Michigan Water Environment Assoc.	592-560-915.000	77.00
09/21	09/01/2021	94316	Midwest Tape	271-790-761.000	39.99
09/21	09/01/2021	94316	Midwest Tape	271-790-761.000	84.97
09/21	09/01/2021	94316	Midwest Tape	271-790-761.000	144.96
09/21	09/01/2021	94316	Midwest Tape	271-790-761.000	332.18
09/21	09/01/2021	94317	Mitchell Graphics Inc.	271-790-905.000	101.00
09/21	09/01/2021	94318	Northern A-1 Environmental Services	592-556-802.000	3,101.15
09/21	09/01/2021	94319	Omnipark Inc.	514-587-775.000	89.00

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09/21	09/01/2021	94320	Overdrive Inc.	271-790-762.000	152.15
09/21	09/01/2021	94320	Overdrive Inc.	271-790-762.000	147.95
09/21	09/01/2021	94320	Overdrive Inc.	271-790-762.000	1,000.00
09/21	09/01/2021	94321	Peter White Public Library	271-790-955.000	29.00
09/21	09/01/2021	94322	Petoskey Parts Plus	661-598-931.000	1.97
09/21	09/01/2021	94322	Petoskey Parts Plus	661-598-931.000	4.86
09/21	09/01/2021	94322	Petoskey Parts Plus	661-598-931.000	2.70
09/21	09/01/2021	94323	Power Line Supply	592-560-767.000	82.00
09/21	09/01/2021	94323	Power Line Supply	592-549-767.000	82.00
09/21	09/01/2021	94323	Power Line Supply	582-588-767.000	161.00
09/21	09/01/2021	94323	Power Line Supply	582-588-767.000	161.00
09/21	09/01/2021	94323	Power Line Supply	582-586-775.000	342.00
09/21	09/01/2021	94323	Power Line Supply	582-586-775.000	590.00
09/21	09/01/2021	94323	Power Line Supply	582-586-775.000	660.00
09/21	09/01/2021	94324	Pro Image Design	661-598-932.000	70.00
09/21	09/01/2021	94325	Proclean North	582-593-930.000	1,529.50
09/21	09/01/2021	94326	Range Telecommunications	204-481-850.000	50.00
09/21	09/01/2021	94326	Range Telecommunications	101-756-850.000	57.20
09/21	09/01/2021	94326	Range Telecommunications	582-593-850.000	150.00
09/21	09/01/2021	94326	Range Telecommunications	592-560-850.000	75.00
09/21	09/01/2021	94326	Range Telecommunications	592-549-850.000	75.00
09/21	09/01/2021	94327	Rieth-Riley Construction Co	592-554-775.000	238.52
09/21	09/01/2021	94327	Rieth-Riley Construction Co	592-545-775.000	263.98
09/21	09/01/2021	94328	Royal Tire	661-598-931.000	98.82
09/21	09/01/2021	94328	Royal Tire	661-598-932.000	264.00
09/21	09/01/2021	94329	Ryan Brothers Inc.	582-590-802.000	1,220.50
09/21	09/01/2021	94330	SAFELITE FULFILLMENT INC	661-598-932.000	92.98
09/21	09/01/2021	94331	Safety-Kleen Systems Inc.	661-598-785.000	309.70
09/21	09/01/2021	94332	Spartan Distributors Inc.	661-598-931.000	43.61
09/21	09/01/2021	94332	Spartan Distributors Inc.	661-598-931.000	18.39
09/21	09/01/2021	94333	Standard Electric Company	582-586-775.000	418.61
09/21	09/01/2021	94333	Standard Electric Company	582-010-111.000	340.62
09/21	09/01/2021	94333	Standard Electric Company	582-082-682.000	3.41-
09/21	09/01/2021	94333	Standard Electric Company	582-010-111.000	517.18
09/21	09/01/2021	94333	Standard Electric Company	582-082-682.000	5.17-
09/21	09/01/2021	94333	Standard Electric Company	582-010-111.000	58.12
09/21	09/01/2021	94333	Standard Electric Company	582-082-682.000	.58-
09/21	09/01/2021	94334	Staples Advantage	101-172-751.000	20.45
09/21	09/01/2021	94334	Staples Advantage	101-201-751.000	20.45
09/21	09/01/2021	94334	Staples Advantage	101-208-751.000	14.32
09/21	09/01/2021	94334	Staples Advantage	101-257-751.000	10.23
09/21	09/01/2021	94334	Staples Advantage	101-215-751.000	12.27
09/21	09/01/2021	94334	Staples Advantage	101-789-751.000	4.08
09/21	09/01/2021	94334	Staples Advantage	101-756-751.000	37.28
09/21	09/01/2021	94334	Staples Advantage	592-549-751.000	104.23
09/21	09/01/2021	94334	Staples Advantage	592-560-751.000	104.22
09/21	09/01/2021	94334	Staples Advantage	592-549-751.000	30.15
09/21	09/01/2021	94334	Staples Advantage	592-560-751.000	30.15
09/21	09/01/2021	94334	Staples Advantage	101-345-751.000	53.18
09/21	09/01/2021	94334	Staples Advantage	101-400-751.000	10.23
09/21	09/01/2021	94334	Staples Advantage	101-441-751.000	30.68
09/21	09/01/2021	94334	Staples Advantage	101-770-751.000	6.14
09/21	09/01/2021	94334	Staples Advantage	101-773-775.000	2.05
09/21	09/01/2021	94334	Staples Advantage	101-756-751.000	20.45
09/21	09/01/2021	94335	State of Michigan-Dept of Environment	592-549-915.000	210.00
09/21	09/01/2021	94335	State of Michigan-Dept of Environment	592-549-915.000	210.00- V

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09/21	09/01/2021	94335	State of Michigan-Dept of Environment	592-560-915.000	210.00
09/21	09/01/2021	94335	State of Michigan-Dept of Environment	592-560-915.000	210.00- V
09/21	09/01/2021	94336	TEAMSTERS LOCAL #214	701-000-230.400	1,157.00
09/21	09/01/2021	94337	Thompson Park Avenue Properties LLC	514-587-802.100	789.37
09/21	09/01/2021	94338	Tollas, Dane	248-540-882.140	300.00
09/21	09/01/2021	94339	Trace Analytical Laboratories LLC	592-553-802.000	332.00
09/21	09/01/2021	94340	Traverse Reproduction & Supply	204-481-751.000	60.47
09/21	09/01/2021	94340	Traverse Reproduction & Supply	582-593-751.000	60.47
09/21	09/01/2021	94340	Traverse Reproduction & Supply	582-588-751.000	60.47
09/21	09/01/2021	94340	Traverse Reproduction & Supply	592-549-751.000	60.47
09/21	09/01/2021	94340	Traverse Reproduction & Supply	592-560-751.000	60.47
09/21	09/01/2021	94340	Traverse Reproduction & Supply	661-598-751.000	60.47
09/21	09/01/2021	94341	U.S. Bank Equipment Finance	204-481-751.000	31.37
09/21	09/01/2021	94341	U.S. Bank Equipment Finance	582-593-751.000	31.37
09/21	09/01/2021	94341	U.S. Bank Equipment Finance	582-588-751.000	31.37
09/21	09/01/2021	94341	U.S. Bank Equipment Finance	592-549-751.000	31.37
09/21	09/01/2021	94341	U.S. Bank Equipment Finance	592-560-751.000	31.37
09/21	09/01/2021	94341	U.S. Bank Equipment Finance	661-598-751.000	31.37
09/21	09/01/2021	94342	UPS Store, The	592-553-802.000	78.94
09/21	09/01/2021	94343	Van's Business Machines	101-345-751.000	98.38
09/21	09/01/2021	94343	Van's Business Machines	514-587-912.000	81.37
09/21	09/01/2021	94344	Wild Flowers	101-770-802.000	100.50
09/21	09/01/2021	94345	STATE OF MICHIGAN	592-549-915.000	210.00
09/21	09/01/2021	94346	State of Michigan-Dept of Environment	592-560-915.000	210.00
09/21	09/08/2021	94351	All-Phase Electric Supply	582-586-775.000	13.07
09/21	09/08/2021	94351	All-Phase Electric Supply	101-773-775.000	9.81
09/21	09/08/2021	94351	All-Phase Electric Supply	582-586-775.000	30.92
09/21	09/08/2021	94352	AT&T	101-172-850.000	123.55
09/21	09/08/2021	94352	AT&T	101-201-850.000	65.89
09/21	09/08/2021	94352	AT&T	101-208-850.000	41.18
09/21	09/08/2021	94352	AT&T	101-257-850.000	41.18
09/21	09/08/2021	94352	AT&T	592-555-920.000	331.01
09/21	09/08/2021	94352	AT&T	204-481-850.000	24.71
09/21	09/08/2021	94352	AT&T	582-588-850.000	82.37
09/21	09/08/2021	94352	AT&T	582-593-850.000	32.95
09/21	09/08/2021	94352	AT&T	592-549-850.000	49.42
09/21	09/08/2021	94352	AT&T	592-560-850.000	49.42
09/21	09/08/2021	94352	AT&T	592-558-920.000	658.55
09/21	09/08/2021	94352	AT&T	101-215-850.000	32.95
09/21	09/08/2021	94352	AT&T	101-345-850.000	90.60
09/21	09/08/2021	94352	AT&T	101-400-850.000	41.18
09/21	09/08/2021	94352	AT&T	101-756-850.000	49.42
09/21	09/08/2021	94352	AT&T	101-441-850.000	74.13
09/21	09/08/2021	94352	AT&T	204-481-850.000	24.71
09/21	09/08/2021	94352	AT&T	592-560-850.000	79.26
09/21	09/08/2021	94352	AT&T	592-560-850.000	86.14
09/21	09/08/2021	94352	AT&T	592-558-920.000	83.00
09/21	09/08/2021	94352	AT&T	592-538-850.000	79.26
09/21	09/08/2021	94352	AT&T	592-538-850.000	79.26
09/21	09/08/2021	94352	AT&T	582-593-850.000	127.80
09/21	09/08/2021	94353	Ballard's Plumbing & Heating	101-268-930.000	35,641.00
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	2,081.31
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	5,115.16
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	5,704.78
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	8,074.78
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	5,803.91

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09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	5,410.49
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	806.78
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	7,493.35
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	5,107.62
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	4,142.91
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	4,592.73
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	8,374.69
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	6,231.94
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	1,784.54
09/21	09/08/2021	94354	Blarney Castle Oil Co.	101-789-772.000	7,263.59
09/21	09/08/2021	94355	Bound Tree Medical LLC	101-345-775.000	55.49
09/21	09/08/2021	94356	Charlevoix-Emmet ISD	703-040-250.000	8,634.88
09/21	09/08/2021	94357	Complete Paint & Supplies	101-770-775.000	6.45
09/21	09/08/2021	94358	Dailey Mechanical LLC	271-790-930.000	1,746.50
09/21	09/08/2021	94359	Derrer Oil Co.	661-598-759.000	2,278.42
09/21	09/08/2021	94360	Dornbos Sign Inc.	202-475-775.000	49.80
09/21	09/08/2021	94360	Dornbos Sign Inc.	203-475-775.000	49.80
09/21	09/08/2021	94361	Emmet Brick & Block Co.	582-590-775.000	172.80
09/21	09/08/2021	94362	Emmet County Treasurer	703-040-222.220	1,402,996.47
09/21	09/08/2021	94362	Emmet County Treasurer	703-040-222.220	91,331.25
09/21	09/08/2021	94362	Emmet County Treasurer	703-040-228.220	1,821,950.19
09/21	09/08/2021	94362	Emmet County Treasurer	703-040-250.000	10,246.18
09/21	09/08/2021	94362	Emmet County Treasurer	703-040-250.000	1,039.19
09/21	09/08/2021	94362	Emmet County Treasurer	703-040-250.000	1,464.46
09/21	09/08/2021	94362	Emmet County Treasurer	703-040-250.000	644.14
09/21	09/08/2021	94363	Empiric Solutions Inc.	101-228-802.000	8,654.00
09/21	09/08/2021	94364	Evergreen Lawn Care	101-770-802.000	450.00
09/21	09/08/2021	94365	Fastenal Company	202-464-775.000	23.04
09/21	09/08/2021	94365	Fastenal Company	203-464-775.000	23.04
09/21	09/08/2021	94365	Fastenal Company	592-556-775.000	30.92
09/21	09/08/2021	94366	Gibby's Garage	582-593-930.000	136.00
09/21	09/08/2021	94366	Gibby's Garage	202-469-802.000	102.00
09/21	09/08/2021	94366	Gibby's Garage	661-598-931.000	374.00
09/21	09/08/2021	94366	Gibby's Garage	661-598-932.000	306.00
09/21	09/08/2021	94367	Greenwood Cemetary	703-040-250.000	1,309.82
09/21	09/08/2021	94368	Heritage Fire Equipment	661-598-932.000	1,552.50
09/21	09/08/2021	94368	Heritage Fire Equipment	661-598-932.000	1,960.00
09/21	09/08/2021	94369	Huntington National Bank	271-792-992.000	28,734.38
09/21	09/08/2021	94369	Huntington National Bank	271-792-991.000	205,000.00
09/21	09/08/2021	94369	Huntington National Bank	308-756-992.000	30,352.00
09/21	09/08/2021	94369	Huntington National Bank	365-756-992.000	5,673.00
09/21	09/08/2021	94370	Kring Chevrolet Cadillac, Dave	661-598-932.000	60.50
09/21	09/08/2021	94370	Kring Chevrolet Cadillac, Dave	661-598-932.000	51.75
09/21	09/08/2021	94370	Kring Chevrolet Cadillac, Dave	661-598-932.000	435.45
09/21	09/08/2021	94371	LAKE AREA COLLISION INC.	661-598-932.000	1,344.73
09/21	09/08/2021	94372	McCardel Culligan	101-770-802.000	8.00
09/21	09/08/2021	94372	McCardel Culligan	101-770-802.000	8.00
09/21	09/08/2021	94372	McCardel Culligan	101-770-802.000	25.25
09/21	09/08/2021	94372	McCardel Culligan	101-770-802.000	18.50
09/21	09/08/2021	94373	Michigan IAAI	101-345-912.000	325.00
09/21	09/08/2021	94373	Michigan IAAI	101-345-912.000	325.00
09/21	09/08/2021	94374	Mitchell Graphics Inc.	271-790-905.000	2,230.03
09/21	09/08/2021	94375	Mountaintop Tree Company	101-754-802.100	60.00
09/21	09/08/2021	94376	NFPA	101-345-781.000	65.95
09/21	09/08/2021	94377	Niche Academy	271-790-802.000	1,120.00
09/21	09/08/2021	94378	North Central Mich. College	703-040-250.000	2,284.61

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09/21	09/08/2021	94378	North Central Mich. College	703-040-250.000	2,052.16
09/21	09/08/2021	94379	Performance Painting	582-586-802.000	1,410.00
09/21	09/08/2021	94380	Petoskey Public Schools	703-040-236.220	3,235,217.15
09/21	09/08/2021	94380	Petoskey Public Schools	703-040-237.220	440,216.27
09/21	09/08/2021	94380	Petoskey Public Schools	703-040-237.220	294,540.36
09/21	09/08/2021	94380	Petoskey Public Schools	703-040-250.000	2,197.12
09/21	09/08/2021	94380	Petoskey Public Schools	703-040-250.000	3,107.44
09/21	09/08/2021	94381	Police and Firemen's Insurance	701-000-230.185	379.38
09/21	09/08/2021	94382	Power Line Supply	582-586-775.000	135.00
09/21	09/08/2021	94382	Power Line Supply	582-586-775.000	1,484.00
09/21	09/08/2021	94382	Power Line Supply	582-010-111.000	4,797.48
09/21	09/08/2021	94382	Power Line Supply	582-588-785.000	108.00
09/21	09/08/2021	94382	Power Line Supply	582-010-111.000	5,267.10
09/21	09/08/2021	94382	Power Line Supply	582-586-775.000	56.00
09/21	09/08/2021	94382	Power Line Supply	582-586-775.000	56.00
09/21	09/08/2021	94382	Power Line Supply	592-560-767.000	87.00
09/21	09/08/2021	94382	Power Line Supply	592-549-767.000	87.00
09/21	09/08/2021	94382	Power Line Supply	582-010-111.000	767.16
09/21	09/08/2021	94382	Power Line Supply	582-588-767.000	105.00
09/21	09/08/2021	94383	Preston Feather	101-789-775.000	27.46
09/21	09/08/2021	94383	Preston Feather	101-770-775.000	25.46
09/21	09/08/2021	94383	Preston Feather	101-770-775.000	87.83
09/21	09/08/2021	94383	Preston Feather	101-770-775.000	59.18
09/21	09/08/2021	94383	Preston Feather	101-789-775.000	2.75-
09/21	09/08/2021	94383	Preston Feather	101-770-775.000	17.25-
09/21	09/08/2021	94384	Rossow Group	101-345-912.000	1,000.00
09/21	09/08/2021	94385	SIEGRIST FARM AND GREENHOUSE	248-739-774.000	8,275.30
09/21	09/08/2021	94385	SIEGRIST FARM AND GREENHOUSE	101-754-775.000	668.95
09/21	09/08/2021	94385	SIEGRIST FARM AND GREENHOUSE	101-770-775.000	620.40
09/21	09/08/2021	94385	SIEGRIST FARM AND GREENHOUSE	101-773-775.000	64.00
09/21	09/08/2021	94385	SIEGRIST FARM AND GREENHOUSE	101-789-775.000	1,478.25
09/21	09/08/2021	94386	SiteOne Landscape Supply	101-770-775.000	463.90
09/21	09/08/2021	94386	SiteOne Landscape Supply	101-754-775.000	47.21
09/21	09/08/2021	94386	SiteOne Landscape Supply	101-770-775.000	18.28
09/21	09/08/2021	94386	SiteOne Landscape Supply	101-770-775.000	4.55
09/21	09/08/2021	94386	SiteOne Landscape Supply	101-770-775.000	114.37
09/21	09/08/2021	94386	SiteOne Landscape Supply	101-754-775.000	114.36
09/21	09/08/2021	94386	SiteOne Landscape Supply	101-770-775.000	21.60
09/21	09/08/2021	94386	SiteOne Landscape Supply	101-770-775.000	187.96
09/21	09/08/2021	94386	SiteOne Landscape Supply	101-754-775.000	323.96
09/21	09/08/2021	94387	Standard Electric Company	582-586-775.000	70.27
09/21	09/08/2021	94387	Standard Electric Company	582-586-775.000	31.36
09/21	09/08/2021	94388	State of Michigan-Department of LARA	582-081-642.300	3,632.72
09/21	09/08/2021	94388	State of Michigan-Department of LARA	582-081-642.400	717.08
09/21	09/08/2021	94388	State of Michigan-Department of LARA	582-081-642.500	4.55
09/21	09/08/2021	94388	State of Michigan-Department of LARA	582-081-642.200	165.62
09/21	09/08/2021	94389	Trace Analytical Laboratories LLC	592-553-801.000	157.00
09/21	09/08/2021	94389	Trace Analytical Laboratories LLC	592-553-802.000	232.00
09/21	09/08/2021	94389	Trace Analytical Laboratories LLC	592-553-801.000	82.00
09/21	09/08/2021	94390	USIQ Inc.	101-345-775.000	1,086.07
09/21	09/08/2021	94391	W.W. Fairbairn & Sons	101-773-775.000	2.79
09/21	09/08/2021	94391	W.W. Fairbairn & Sons	101-773-775.000	13.46
09/21	09/08/2021	94391	W.W. Fairbairn & Sons	101-773-775.000	19.58
09/21	09/08/2021	94391	W.W. Fairbairn & Sons	101-773-775.000	11.49
09/21	09/08/2021	94392	Walters Sharpening Service Inc.	101-770-802.000	30.00
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-262-802.000	526.40

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09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-262-802.000	86.48
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-257-802.000	26.32
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	60.76
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	66.40
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	66.40
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	69.56
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-215-802.000	141.60
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	184.24
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	50.16
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	54.52
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	58.28
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	73.40
09/21	09/14/2021	94394	Northern Michigan Review Inc.	582-588-802.000	472.50
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	67.36
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	59.44
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	59.44
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	37.74
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	65.48
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	65.48
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	65.48
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	65.48
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-215-802.000	127.25
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-215-802.000	81.00
09/21	09/14/2021	94394	Northern Michigan Review Inc.	271-790-905.000	176.00-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	204-481-802.000	200.20-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	31.70-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	592-560-802.000	2,047.10-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	592-560-802.000	2,047.10-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	248-739-802.000	95.10-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	271-790-905.000	176.00-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	271-790-905.000	170.00-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	55.48-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	592-549-802.000	169.00-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	592-560-802.000	169.25-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	154.54-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	592-560-802.000	200.20-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	248-540-882.120	575.00
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-770-850.000	112.84
09/21	09/14/2021	94394	Northern Michigan Review Inc.	271-790-905.000	522.00
09/21	09/14/2021	94394	Northern Michigan Review Inc.	582-588-802.000	472.50-
09/21	09/14/2021	94394	Northern Michigan Review Inc.	592-549-802.000	288.00
09/21	09/14/2021	94394	Northern Michigan Review Inc.	592-560-802.000	4,463.65
09/21	09/14/2021	94394	Northern Michigan Review Inc.	101-400-802.000	55.48
09/21	09/14/2021	94394	Northern Michigan Review Inc.	204-481-802.000	200.20
09/21	09/14/2021	94394	Northern Michigan Review Inc.	248-739-802.000	95.10
09/21	09/15/2021	94410	5H Irrigation & Maintenance	101-770-802.000	186.56
09/21	09/15/2021	94411	Access Locksmithing Inc.	101-789-802.000	977.50
09/21	09/15/2021	94412	All Scapes LLC	202-467-802.000	2,830.00
09/21	09/15/2021	94413	All-Phase Electric Supply	101-268-930.000	166.96
09/21	09/15/2021	94414	AT & T MOBILITY	514-587-920.000	377.92
09/21	09/15/2021	94415	AT&T	592-560-850.000	167.86
09/21	09/15/2021	94415	AT&T	592-558-920.000	79.26
09/21	09/15/2021	94415	AT&T	271-790-850.000	347.82
09/21	09/15/2021	94416	AT&T Long Distance	101-345-850.000	79.44
09/21	09/15/2021	94417	Ballard's Plumbing & Heating	592-554-802.000	204.90

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
09/21	09/15/2021	94418	Blarney Castle Oil Co.	101-789-772.000	5,178.94
09/21	09/15/2021	94418	Blarney Castle Oil Co.	101-789-772.000	7,465.74
09/21	09/15/2021	94418	Blarney Castle Oil Co.	101-789-772.000	9,452.82
09/21	09/15/2021	94418	Blarney Castle Oil Co.	101-789-772.000	486.57
09/21	09/15/2021	94418	Blarney Castle Oil Co.	101-789-772.000	8,233.83
09/21	09/15/2021	94418	Blarney Castle Oil Co.	101-789-772.000	5,755.12
09/21	09/15/2021	94419	Bradford Master Dry Cleaners	101-345-775.000	333.65
09/21	09/15/2021	94420	Breed, Matthew	101-345-783.000	183.30
09/21	09/15/2021	94421	Britten, Inc.	661-598-932.000	859.00
09/21	09/15/2021	94422	BSN Sports Inc.	101-756-778.000	711.95
09/21	09/15/2021	94423	CCP Industries Inc.	592-542-775.000	347.37
09/21	09/15/2021	94423	CCP Industries Inc.	661-598-785.000	131.77
09/21	09/15/2021	94424	Char-Em United Way	701-000-230.800	46.50
09/21	09/15/2021	94425	Cintas Corp #729	101-268-802.000	15.54
09/21	09/15/2021	94425	Cintas Corp #729	582-593-930.000	33.72
09/21	09/15/2021	94425	Cintas Corp #729	204-481-767.000	79.60
09/21	09/15/2021	94425	Cintas Corp #729	582-588-767.000	70.16
09/21	09/15/2021	94425	Cintas Corp #729	592-560-767.000	53.50
09/21	09/15/2021	94425	Cintas Corp #729	592-549-767.000	53.50
09/21	09/15/2021	94425	Cintas Corp #729	592-544-802.000	45.45
09/21	09/15/2021	94425	Cintas Corp #729	582-593-930.000	10.07
09/21	09/15/2021	94425	Cintas Corp #729	204-481-767.000	77.83
09/21	09/15/2021	94425	Cintas Corp #729	582-588-767.000	88.35
09/21	09/15/2021	94425	Cintas Corp #729	592-560-767.000	39.89
09/21	09/15/2021	94425	Cintas Corp #729	592-549-767.000	39.89
09/21	09/15/2021	94425	Cintas Corp #729	101-268-802.000	17.23
09/21	09/15/2021	94425	Cintas Corp #729	592-544-802.000	50.44
09/21	09/15/2021	94425	Cintas Corp #729	582-593-930.000	37.42
09/21	09/15/2021	94425	Cintas Corp #729	204-481-767.000	77.83
09/21	09/15/2021	94425	Cintas Corp #729	582-588-767.000	88.35
09/21	09/15/2021	94425	Cintas Corp #729	592-560-767.000	39.89
09/21	09/15/2021	94425	Cintas Corp #729	592-549-767.000	39.89
09/21	09/15/2021	94426	City of Petoskey	271-790-880.000	5.00
09/21	09/15/2021	94427	CITY OF PETOSKEY - DMB	271-790-880.000	25.00
09/21	09/15/2021	94428	City Services Inc.	592-544-802.000	6,250.00
09/21	09/15/2021	94429	Collias-Glaser, Hellene Kay	271-790-802.000	390.00
09/21	09/15/2021	94430	Consumers Energy	592-538-920.000	4,794.48
09/21	09/15/2021	94430	Consumers Energy	592-558-920.000	475.13
09/21	09/15/2021	94430	Consumers Energy	582-584-802.000	3,065.00
09/21	09/15/2021	94431	David L Hoffman Landscaping & Nursery	101-770-802.000	55.00
09/21	09/15/2021	94431	David L Hoffman Landscaping & Nursery	203-451-802.000	2,953.00
09/21	09/15/2021	94431	David L Hoffman Landscaping & Nursery	592-020-342.000	2,953.00
09/21	09/15/2021	94431	David L Hoffman Landscaping & Nursery	582-020-360.000	1,477.00
09/21	09/15/2021	94432	Decka Digital LLC	592-546-802.000	24.80
09/21	09/15/2021	94432	Decka Digital LLC	592-553-802.000	104.28
09/21	09/15/2021	94433	Decker Agency	271-790-937.000	110.00
09/21	09/15/2021	94434	Demco	271-790-751.000	126.96
09/21	09/15/2021	94435	Derrer Oil Co.	661-598-759.000	2,009.80
09/21	09/15/2021	94436	Dinon Law PLLC	101-266-802.000	367.50
09/21	09/15/2021	94437	Ducastel, Barbara	271-790-802.000	510.00
09/21	09/15/2021	94438	Dunn's Business Solutions	101-172-751.000	9.84
09/21	09/15/2021	94438	Dunn's Business Solutions	101-201-751.000	9.84
09/21	09/15/2021	94438	Dunn's Business Solutions	101-208-751.000	6.89
09/21	09/15/2021	94438	Dunn's Business Solutions	101-257-751.000	4.92
09/21	09/15/2021	94438	Dunn's Business Solutions	101-215-751.000	5.90
09/21	09/15/2021	94438	Dunn's Business Solutions	101-345-751.000	25.58

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09/21	09/15/2021	94438	Dunn's Business Solutions	101-400-751.000	4.92
09/21	09/15/2021	94438	Dunn's Business Solutions	101-441-751.000	14.76
09/21	09/15/2021	94438	Dunn's Business Solutions	101-770-751.000	2.95
09/21	09/15/2021	94438	Dunn's Business Solutions	101-773-775.000	.98
09/21	09/15/2021	94438	Dunn's Business Solutions	101-756-751.000	9.84
09/21	09/15/2021	94438	Dunn's Business Solutions	101-789-751.000	1.95
09/21	09/15/2021	94439	EJ USA Inc.	592-010-111.000	1,023.36
09/21	09/15/2021	94439	EJ USA Inc.	592-556-775.000	1,971.76
09/21	09/15/2021	94440	Ellens Equipment	661-598-931.000	213.64
09/21	09/15/2021	94441	Emmet Co. Dept of Public Works	101-529-802.000	7,272.55
09/21	09/15/2021	94441	Emmet Co. Dept of Public Works	101-528-802.000	1,786.84
09/21	09/15/2021	94441	Emmet Co. Dept of Public Works	101-529-802.000	7,272.55
09/21	09/15/2021	94442	Englebrecht, Robert	101-257-802.100	3,750.00
09/21	09/15/2021	94443	Etna Supply	592-554-802.000	43,105.60
09/21	09/15/2021	94443	Etna Supply	592-556-775.000	64.00
09/21	09/15/2021	94444	Evergreen Lawn Care	101-770-802.000	100.00
09/21	09/15/2021	94445	Evergreen Resort	582-588-912.000	409.50
09/21	09/15/2021	94446	Ferguson Enterprises LLC #2000	582-593-930.000	19.99
09/21	09/15/2021	94447	Fettig's Landscaping Inc.	101-770-802.000	2,823.45
09/21	09/15/2021	94447	Fettig's Landscaping Inc.	101-345-802.100	285.08
09/21	09/15/2021	94447	Fettig's Landscaping Inc.	514-587-802.000	77.25
09/21	09/15/2021	94448	Five Star Screen Printing Plus	101-756-808.110	1,338.00
09/21	09/15/2021	94449	Gale/Cengage Learning	271-790-760.000	21.59
09/21	09/15/2021	94450	GFL Environmental	592-551-806.000	370.02
09/21	09/15/2021	94450	GFL Environmental	582-593-930.000	193.55
09/21	09/15/2021	94450	GFL Environmental	592-551-806.000	370.02
09/21	09/15/2021	94450	GFL Environmental	101-265-802.000	539.88
09/21	09/15/2021	94450	GFL Environmental	101-770-802.000	539.88
09/21	09/15/2021	94450	GFL Environmental	101-756-802.000	220.86
09/21	09/15/2021	94450	GFL Environmental	101-789-802.000	245.40
09/21	09/15/2021	94450	GFL Environmental	101-754-802.000	564.42
09/21	09/15/2021	94450	GFL Environmental	101-268-802.000	343.56
09/21	09/15/2021	94450	GFL Environmental	101-773-931.000	211.75
09/21	09/15/2021	94450	GFL Environmental	101-265-802.000	211.75
09/21	09/15/2021	94450	GFL Environmental	101-770-802.000	211.75
09/21	09/15/2021	94450	GFL Environmental	101-754-802.000	211.75
09/21	09/15/2021	94451	Goodman, Becky	248-739-886.000	102.60
09/21	09/15/2021	94452	Gordon Food Service	101-756-808.010	14.57
09/21	09/15/2021	94452	Gordon Food Service	101-268-775.000	2.99
09/21	09/15/2021	94452	Gordon Food Service	592-560-751.000	84.12
09/21	09/15/2021	94453	Great Lakes Asphalt Services	271-790-930.000	1,900.00
09/21	09/15/2021	94454	Great Lakes Pipe & Supply	101-770-775.000	63.79
09/21	09/15/2021	94454	Great Lakes Pipe & Supply	101-770-775.000	20.84
09/21	09/15/2021	94454	Great Lakes Pipe & Supply	101-770-775.000	33.45
09/21	09/15/2021	94454	Great Lakes Pipe & Supply	101-268-775.000	46.00
09/21	09/15/2021	94454	Great Lakes Pipe & Supply	101-789-775.000	26.16
09/21	09/15/2021	94455	Haley's Plumbing & Heating	592-554-802.000	120.00
09/21	09/15/2021	94455	Haley's Plumbing & Heating	592-542-802.000	389.86
09/21	09/15/2021	94455	Haley's Plumbing & Heating	592-547-802.000	120.00
09/21	09/15/2021	94455	Haley's Plumbing & Heating	592-547-802.000	120.00
09/21	09/15/2021	94455	Haley's Plumbing & Heating	101-770-802.000	414.61
09/21	09/15/2021	94455	Haley's Plumbing & Heating	592-554-802.000	193.03
09/21	09/15/2021	94455	Haley's Plumbing & Heating	592-547-802.000	120.00
09/21	09/15/2021	94455	Haley's Plumbing & Heating	592-547-802.000	120.00
09/21	09/15/2021	94456	Hansen, Carol Margaret	271-790-802.000	420.00
09/21	09/15/2021	94457	HARBOR FENCE COMPANY	101-770-802.000	1,880.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
09/21	09/15/2021	94459	Haviland Products Company	592-551-783.000	1,462.80
09/21	09/15/2021	94459	Haviland Products Company	592-540-783.000	4,115.88
09/21	09/15/2021	94460	Himebauch, Kelly L	271-790-802.000	420.00
09/21	09/15/2021	94461	Hoffman Roto-Rooter	101-773-802.000	460.00
09/21	09/15/2021	94462	Hubbell Roth & Clark Inc.	592-560-802.000	7,904.28
09/21	09/15/2021	94462	Hubbell Roth & Clark Inc.	592-560-802.000	1,119.63
09/21	09/15/2021	94462	Hubbell Roth & Clark Inc.	592-560-802.000	4,309.69
09/21	09/15/2021	94463	Ingram Library Services	271-790-760.000	2,856.49
09/21	09/15/2021	94463	Ingram Library Services	271-790-760.100	1,203.23
09/21	09/15/2021	94463	Ingram Library Services	271-790-760.200	120.51
09/21	09/15/2021	94464	Integrity Business Solutions	514-587-802.100	38.91
09/21	09/15/2021	94465	Jakeway, Patricia	271-790-802.000	420.00
09/21	09/15/2021	94466	Knickerbocker, Lynsa	271-790-802.000	450.00
09/21	09/15/2021	94467	Kring Chevrolet Cadillac, Dave	661-598-932.000	65.07
09/21	09/15/2021	94468	L. S. ENGINEERING, INC.	592-020-342.000	10,575.00
09/21	09/15/2021	94469	LATITUDE 45	101-789-802.000	242.98
09/21	09/15/2021	94470	Lovaasen, Drew	582-588-912.000	380.80
09/21	09/15/2021	94471	Lowery Underground Service	582-020-360.000	7,240.25
09/21	09/15/2021	94471	Lowery Underground Service	582-598-802.000	5,371.25
09/21	09/15/2021	94471	Lowery Underground Service	582-586-802.000	650.00
09/21	09/15/2021	94471	Lowery Underground Service	582-598-802.000	750.00
09/21	09/15/2021	94471	Lowery Underground Service	582-020-360.000	560.00
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-932.000	92.13
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-932.000	23.28
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-785.000	37.01
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-932.000	152.45
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-931.000	22.20
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-932.000	152.45-
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-932.000	52.96
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-932.000	40.78
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-010-111.000	82.13
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	101-345-775.000	72.05
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-010-111.000	29.32
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-010-111.000	32.42
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-932.000	12.05
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-932.000	5.60-
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-010-111.000	18.30
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-785.000	60.78
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-932.000	69.99
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	101-345-775.000	3.96
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-932.000	7.37
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-010-111.000	21.28
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-785.000	4.02
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-931.000	4.30
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-931.000	288.48
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	592-554-775.000	28.68
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-931.000	31.37
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-010-111.000	35.50
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-785.000	10.00
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-759.000	137.98
09/21	09/15/2021	94472	Lynn Auto Parts Inc.	661-598-785.000	27.84
09/21	09/15/2021	94473	McCardel Culligan	514-587-802.100	8.00
09/21	09/15/2021	94473	McCardel Culligan	514-587-802.100	8.00
09/21	09/15/2021	94473	McCardel Culligan	592-553-802.000	60.00
09/21	09/15/2021	94473	McCardel Culligan	514-587-802.100	7.25
09/21	09/15/2021	94474	McLaren Corporate Services Systoc	592-549-802.000	183.00

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09/21	09/15/2021	94474	McLaren Corporate Services Systoc	592-560-802.000	183.00
09/21	09/15/2021	94474	McLaren Corporate Services Systoc	204-481-802.000	105.00
09/21	09/15/2021	94475	MCLAREN NORTHERN MICHIGAN	101-345-802.000	30.00
09/21	09/15/2021	94475	MCLAREN NORTHERN MICHIGAN	101-345-802.000	15.00
09/21	09/15/2021	94475	MCLAREN NORTHERN MICHIGAN	101-345-802.000	30.00
09/21	09/15/2021	94475	MCLAREN NORTHERN MICHIGAN	101-345-802.000	30.00
09/21	09/15/2021	94476	MCSA Group, Inc.	101-770-802.000	10,000.00
09/21	09/15/2021	94477	Metro Wire & Cable Corp.	582-010-111.000	2,069.07
09/21	09/15/2021	94477	Metro Wire & Cable Corp.	582-020-360.000	231.84
09/21	09/15/2021	94478	Meyer Ace Hardware	514-587-802.100	2.40
09/21	09/15/2021	94478	Meyer Ace Hardware	271-790-752.000	44.94
09/21	09/15/2021	94478	Meyer Ace Hardware	101-770-775.000	36.85
09/21	09/15/2021	94478	Meyer Ace Hardware	271-790-752.000	76.48
09/21	09/15/2021	94478	Meyer Ace Hardware	514-587-775.000	7.19
09/21	09/15/2021	94478	Meyer Ace Hardware	661-598-932.000	20.49
09/21	09/15/2021	94478	Meyer Ace Hardware	592-542-775.000	67.49
09/21	09/15/2021	94478	Meyer Ace Hardware	101-770-775.000	26.14
09/21	09/15/2021	94478	Meyer Ace Hardware	101-770-775.000	19.17
09/21	09/15/2021	94478	Meyer Ace Hardware	101-268-930.000	14.02
09/21	09/15/2021	94478	Meyer Ace Hardware	101-770-775.000	8.99
09/21	09/15/2021	94478	Meyer Ace Hardware	101-268-775.000	8.99
09/21	09/15/2021	94478	Meyer Ace Hardware	101-268-775.000	13.49
09/21	09/15/2021	94478	Meyer Ace Hardware	101-268-930.000	8.99
09/21	09/15/2021	94478	Meyer Ace Hardware	101-773-775.000	8.09
09/21	09/15/2021	94478	Meyer Ace Hardware	101-268-775.000	8.26
09/21	09/15/2021	94478	Meyer Ace Hardware	101-268-775.000	35.95
09/21	09/15/2021	94478	Meyer Ace Hardware	271-790-752.000	35.07
09/21	09/15/2021	94478	Meyer Ace Hardware	101-268-775.000	13.49
09/21	09/15/2021	94478	Meyer Ace Hardware	101-268-930.000	19.78
09/21	09/15/2021	94478	Meyer Ace Hardware	582-593-930.000	31.49
09/21	09/15/2021	94478	Meyer Ace Hardware	661-598-931.000	43.17
09/21	09/15/2021	94478	Meyer Ace Hardware	101-770-985.000	224.96
09/21	09/15/2021	94478	Meyer Ace Hardware	101-770-775.000	6.47
09/21	09/15/2021	94478	Meyer Ace Hardware	101-770-985.000	8.98
09/21	09/15/2021	94478	Meyer Ace Hardware	101-770-775.000	99.49
09/21	09/15/2021	94478	Meyer Ace Hardware	661-598-931.000	28.41
09/21	09/15/2021	94479	MICHIGAN PIPE & VALVE	204-010-111.000	76.00
09/21	09/15/2021	94479	MICHIGAN PIPE & VALVE	202-469-775.000	218.00
09/21	09/15/2021	94479	MICHIGAN PIPE & VALVE	203-469-775.000	218.00
09/21	09/15/2021	94480	Mountaintop Tree Company	204-470-802.000	60.00
09/21	09/15/2021	94481	Northern A-1 Environmental Services	592-556-802.000	1,444.30
09/21	09/15/2021	94481	Northern A-1 Environmental Services	592-556-802.000	2,023.21
09/21	09/15/2021	94482	OHM Advisors	204-481-802.000	10,522.50
09/21	09/15/2021	94483	On Duty Gear LLC	101-345-775.000	184.92
09/21	09/15/2021	94483	On Duty Gear LLC	101-345-985.000	6,435.00
09/21	09/15/2021	94484	P.C. Lawn Care	582-593-930.000	741.25
09/21	09/15/2021	94484	P.C. Lawn Care	101-345-802.100	545.00
09/21	09/15/2021	94484	P.C. Lawn Care	202-467-802.000	223.75
09/21	09/15/2021	94484	P.C. Lawn Care	203-467-802.000	611.25
09/21	09/15/2021	94484	P.C. Lawn Care	582-586-802.000	568.75
09/21	09/15/2021	94484	P.C. Lawn Care	592-537-802.000	1,430.00
09/21	09/15/2021	94484	P.C. Lawn Care	592-543-802.000	160.00
09/21	09/15/2021	94484	P.C. Lawn Care	592-554-802.000	580.00
09/21	09/15/2021	94484	P.C. Lawn Care	592-558-802.000	1,042.50
09/21	09/15/2021	94485	Pauls Meter Testing LLC	582-592-802.000	2,345.75
09/21	09/15/2021	94486	Peninsula Fiber Network LLC	271-790-850.000	133.80

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
09/21	09/15/2021	94486	Peninsula Fiber Network LLC	101-228-850.000	446.00
09/21	09/15/2021	94487	Performance Painting	101-770-802.000	2,130.00
09/21	09/15/2021	94488	Petoskey Regional Chamber	271-790-915.000	340.00
09/21	09/15/2021	94489	Plunkett Cooney	101-266-802.000	1,080.00
09/21	09/15/2021	94489	Plunkett Cooney	101-266-802.000	975.00
09/21	09/15/2021	94489	Plunkett Cooney	101-257-802.000	822.50
09/21	09/15/2021	94489	Plunkett Cooney	101-266-802.000	3,978.05
09/21	09/15/2021	94489	Plunkett Cooney	101-266-802.000	6,876.70
09/21	09/15/2021	94489	Plunkett Cooney	101-266-802.000	3,175.00
09/21	09/15/2021	94490	Power Line Supply	582-588-767.000	254.00
09/21	09/15/2021	94490	Power Line Supply	582-588-767.000	254.00
09/21	09/15/2021	94491	Pro Image Design	592-547-802.000	275.50
09/21	09/15/2021	94492	Proclean North	592-554-802.000	847.00
09/21	09/15/2021	94493	QUALITY SERVICED TOOLS	101-773-931.000	300.27
09/21	09/15/2021	94494	R.W. MERCER CO INC.	101-789-802.000	504.30
09/21	09/15/2021	94495	Range Telecommunications	204-481-850.000	75.00
09/21	09/15/2021	94495	Range Telecommunications	101-756-850.000	75.00
09/21	09/15/2021	94495	Range Telecommunications	582-593-850.000	75.00
09/21	09/15/2021	94495	Range Telecommunications	592-560-850.000	65.55
09/21	09/15/2021	94495	Range Telecommunications	592-549-850.000	65.56
09/21	09/15/2021	94496	Renkes, Tom	248-739-880.200	150.00
09/21	09/15/2021	94496	Renkes, Tom	248-739-880.200	150.00
09/21	09/15/2021	94497	Royal Tire	661-598-932.000	28.45
09/21	09/15/2021	94497	Royal Tire	661-598-931.000	98.82
09/21	09/15/2021	94498	Sanisweep Inc.	202-466-802.000	2,820.00
09/21	09/15/2021	94498	Sanisweep Inc.	203-466-802.000	2,820.00
09/21	09/15/2021	94499	Spartan Distributors Inc.	661-598-931.000	89.59
09/21	09/15/2021	94500	Spectrum Business	101-172-850.000	87.88
09/21	09/15/2021	94500	Spectrum Business	101-201-850.000	70.30
09/21	09/15/2021	94500	Spectrum Business	101-208-850.000	43.94
09/21	09/15/2021	94500	Spectrum Business	101-257-850.000	43.94
09/21	09/15/2021	94500	Spectrum Business	101-215-850.000	35.15
09/21	09/15/2021	94500	Spectrum Business	101-345-850.000	96.66
09/21	09/15/2021	94500	Spectrum Business	101-345-850.100	181.55
09/21	09/15/2021	94500	Spectrum Business	101-770-850.000	114.98
09/21	09/15/2021	94500	Spectrum Business	592-560-850.000	38.18
09/21	09/15/2021	94500	Spectrum Business	101-345-850.000	70.48
09/21	09/15/2021	94500	Spectrum Business	514-587-802.100	133.16
09/21	09/15/2021	94500	Spectrum Business	582-593-850.000	38.18
09/21	09/15/2021	94500	Spectrum Business	582-588-850.000	94.99
09/21	09/15/2021	94500	Spectrum Business	582-588-850.000	94.99
09/21	09/15/2021	94500	Spectrum Business	582-593-850.000	35.15
09/21	09/15/2021	94500	Spectrum Business	592-549-850.000	52.73
09/21	09/15/2021	94500	Spectrum Business	592-560-850.000	52.73
09/21	09/15/2021	94500	Spectrum Business	101-770-850.000	17.58
09/21	09/15/2021	94500	Spectrum Business	101-773-850.000	17.58
09/21	09/15/2021	94500	Spectrum Business	101-789-850.000	17.55
09/21	09/15/2021	94500	Spectrum Business	101-400-850.000	43.94
09/21	09/15/2021	94500	Spectrum Business	101-441-850.000	79.09
09/21	09/15/2021	94500	Spectrum Business	101-756-850.000	43.94
09/21	09/15/2021	94500	Spectrum Business	204-481-850.000	26.36
09/21	09/15/2021	94500	Spectrum Business	204-481-850.000	26.36
09/21	09/15/2021	94500	Spectrum Business	582-588-850.000	87.88
09/21	09/15/2021	94501	Standard Electric Company	582-010-111.000	4,192.22
09/21	09/15/2021	94502	Staples Advantage	101-773-775.000	3.67
09/21	09/15/2021	94502	Staples Advantage	101-756-751.000	36.70

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
09/21	09/15/2021	94502	Staples Advantage	101-789-751.000	7.34
09/21	09/15/2021	94502	Staples Advantage	101-345-751.000	322.41
09/21	09/15/2021	94502	Staples Advantage	101-257-751.000	18.35
09/21	09/15/2021	94502	Staples Advantage	101-215-751.000	22.02
09/21	09/15/2021	94502	Staples Advantage	101-345-751.000	95.42
09/21	09/15/2021	94502	Staples Advantage	101-400-751.000	18.35
09/21	09/15/2021	94502	Staples Advantage	101-441-751.000	55.05
09/21	09/15/2021	94502	Staples Advantage	101-770-751.000	11.01
09/21	09/15/2021	94502	Staples Advantage	101-172-751.000	36.70
09/21	09/15/2021	94502	Staples Advantage	101-201-751.000	36.70
09/21	09/15/2021	94502	Staples Advantage	101-208-751.000	25.69
09/21	09/15/2021	94503	SUPERIOR ASPHALT PAVING INC.	203-464-802.000	3,005.00
09/21	09/15/2021	94504	Swank Movie Licensing USA	248-540-882.140	350.00
09/21	09/15/2021	94505	T-Mobile	271-790-850.000	297.20
09/21	09/15/2021	94506	Unique Management Services Inc.	271-790-802.000	50.00
09/21	09/15/2021	94506	Unique Management Services Inc.	271-790-802.000	17.90
09/21	09/15/2021	94507	Valley City Linen	271-790-752.000	26.50
09/21	09/15/2021	94507	Valley City Linen	271-790-752.000	25.00
09/21	09/15/2021	94507	Valley City Linen	271-790-752.000	25.00
09/21	09/15/2021	94507	Valley City Linen	271-790-752.000	25.00
09/21	09/15/2021	94507	Valley City Linen	271-790-752.000	1.50-
09/21	09/15/2021	94508	Vandoorne, Keegan	592-549-915.000	235.20
09/21	09/15/2021	94509	Voorheis, Margaret Ann	271-790-802.000	270.00
09/21	09/15/2021	94510	Windemuller	592-537-802.000	1,154.84
09/21	09/15/2021	94510	Windemuller	592-537-802.000	89.78
09/21	09/15/2021	94510	Windemuller	592-554-802.000	500.00
09/21	09/15/2021	94510	Windemuller	592-558-802.000	250.00
09/21	09/15/2021	94510	Windemuller	592-555-802.000	250.00
09/21	09/15/2021	94510	Windemuller	592-554-802.000	1,920.00
09/21	09/15/2021	94510	Windemuller	592-555-802.000	750.00
09/21	09/15/2021	94510	Windemuller	592-558-802.000	750.00
08/21	08/18/2021	999207	ACH-CHILD SUPPORT	701-000-230.160	160.23
08/21	08/18/2021	999208	ACH-EFTPS	701-000-230.200	14,043.21
08/21	08/18/2021	999208	ACH-EFTPS	701-000-230.100	22,672.81
08/21	08/18/2021	999208	ACH-EFTPS	701-000-230.200	14,043.21
08/21	08/18/2021	999208	ACH-EFTPS	701-000-230.200	3,284.28
08/21	08/18/2021	999208	ACH-EFTPS	701-000-230.200	3,284.28
08/21	08/18/2021	999209	ACH-ICMA 457	701-000-230.700	1,919.60
08/21	08/18/2021	999209	ACH-ICMA 457	701-000-230.700	5,460.00
08/21	08/18/2021	999210	ICMA 401	701-000-230.700	654.08
08/21	08/18/2021	999211	ICMA-ROTH	701-000-230.900	345.00
08/21	08/18/2021	999212	Mers DC 45	701-000-230.120	1,247.20
08/21	08/18/2021	999212	Mers DC 45	001-000-001.001	294.29
08/21	08/18/2021	999212	Mers DC 45	001-000-001.001	291.09
08/21	08/18/2021	999212	Mers DC 45	701-000-230.120	204.60
08/21	08/18/2021	999212	Mers DC 45	701-000-230.120	202.62
08/21	08/18/2021	999212	Mers DC 45	701-000-230.120	1,234.26
09/21	09/01/2021	999213	ACH-CHILD SUPPORT	701-000-230.160	247.54
09/21	09/01/2021	999214	ACH-EFTPS	701-000-230.200	13,984.46
09/21	09/01/2021	999214	ACH-EFTPS	701-000-230.100	23,021.94
09/21	09/01/2021	999214	ACH-EFTPS	701-000-230.200	13,984.46
09/21	09/01/2021	999214	ACH-EFTPS	701-000-230.200	3,270.58
09/21	09/01/2021	999214	ACH-EFTPS	701-000-230.200	3,270.58
09/21	09/01/2021	999215	ACH-ICMA 457	701-000-230.700	2,236.80
09/21	09/01/2021	999215	ACH-ICMA 457	701-000-230.700	5,460.00
09/21	09/01/2021	999216	ACH-MERS Health Saving Plan	701-000-230.195	1,308.96

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
09/21	09/01/2021	999216	ACH-MERS Health Saving Plan	701-000-230.195	73.56
09/21	09/01/2021	999217	ICMA 401	701-000-230.700	654.08
09/21	09/01/2021	999218	ICMA-ROTH	701-000-230.900	345.00
09/21	09/15/2021	999219	ACH-CHILD SUPPORT	701-000-230.160	160.23
09/21	09/15/2021	999220	ACH-EFTPS	701-000-230.200	13,963.80
09/21	09/15/2021	999220	ACH-EFTPS	701-000-230.100	23,536.98
09/21	09/15/2021	999220	ACH-EFTPS	701-000-230.200	13,963.80
09/21	09/15/2021	999220	ACH-EFTPS	701-000-230.200	3,265.71
09/21	09/15/2021	999220	ACH-EFTPS	701-000-230.200	3,265.71
09/21	09/15/2021	999221	ACH-ICMA 457	701-000-230.700	2,556.81
09/21	09/15/2021	999221	ACH-ICMA 457	701-000-230.700	5,510.00
09/21	09/15/2021	999222	ACH-MERS Health Saving Plan	701-000-230.195	1,416.08
09/21	09/15/2021	999222	ACH-MERS Health Saving Plan	701-000-230.195	74.04
09/21	09/15/2021	999223	ICMA 401	701-000-230.700	654.08
09/21	09/15/2021	999224	ICMA-ROTH	701-000-230.900	345.00
Grand Totals:					<u>11,068,473.39</u>

## Report Criteria:

Check.Check issue date = 08/12/2021-09/15/2021

Check Number	Check Issue Date	Name	GL Account	Amount
93586	08/30/2021	McPherson, Aaron	582040285000	61.38-
94134	08/18/2021	Neumann, Reiner	701040274000	400.34
94135	08/18/2021	Gillespie, Murphy	582040285000	4.98
94136	08/18/2021	Kelts, Ashlee	582040285000	32.72
94137	08/18/2021	Stephens, Colin	582040285000	56.82
94210	08/25/2021	Adams, Dan	582588803000	300.00
94211	08/25/2021	Blaho, Benjamin	101087654000	50.00
94212	08/25/2021	Casad, Trevor	582081642300	66.41
94213	08/25/2021	Chemical Bank	582081642300	783.62
94214	08/25/2021	CoreLogic	701040274000	10.00
94214	08/25/2021	CoreLogic	701040274000	1,911.09
94214	08/25/2021	CoreLogic	701040274000	10,062.01
94215	08/25/2021	Gracy, Alisa	582081642300	40.99
94216	08/25/2021	Green Projects Group	582588803000	60.00
94216	08/25/2021	Green Projects Group	582588803000	100.00
94217	08/25/2021	Kondzelia Investments	582081642300	130.70
94218	08/25/2021	McGraw, Amanda	101087654000	50.00
94219	08/25/2021	Petrowski, Gwen	582081642300	20.00
94220	08/25/2021	Plichta, John R	582081642300	107.56
94221	08/25/2021	The Salvation Army	101087654000	100.00
94222	08/25/2021	Walker, Sharon	101087654000	50.00
94223	08/25/2021	Warner, Whitney	582081642300	30.30
94224	08/25/2021	Whitridge, Laura	101087654000	50.00
94225	08/25/2021	Wolf, Teresa	101087654000	50.00
94226	08/25/2021	Singleton Construction LLC	582040285000	130.32
94268	09/01/2021	4205 Main LLC	701040274000	10.00
94269	09/01/2021	Best, Greg	101087653000	118.00
94270	09/01/2021	Glebe, Philip	701040274000	6.00
94271	09/01/2021	Ladyhawke, LLC	701040274000	903.56
94272	09/01/2021	Lereta	701040274000	7,121.97
94272	09/01/2021	Lereta	701040274000	5,452.09
94272	09/01/2021	Lereta	701040274000	1,536.21
94272	09/01/2021	Lereta	701040274000	1,509.10
94272	09/01/2021	Lereta	701040274000	6,491.12
94272	09/01/2021	Lereta	701040274000	3,615.45
94273	09/01/2021	Mackinaw Rental Co	701040274000	2,307.01
94274	09/01/2021	Smith, Dean	248540882140	125.00
94275	09/01/2021	Watson, Gregory	101087654000	50.00
94276	09/01/2021	Wells Fargo	701040274000	2,203.53
94277	09/01/2021	Washburne, Jacob	582040285000	23.11
94347	09/01/2021	Kennedy, Meredith	271790958100	200.00
94348	09/08/2021	Full Circle Construction	592-040-286.000	500.00
94349	09/08/2021	Green Projects Group	582588803000	100.00
94349	09/08/2021	Green Projects Group	582588803000	100.00
94349	09/08/2021	Green Projects Group	582588803000	100.00
94349	09/08/2021	Green Projects Group	582588803000	40.00
94349	09/08/2021	Green Projects Group	582588803000	100.00
94349	09/08/2021	Green Projects Group	582588803000	100.00
94350	09/08/2021	D.C. Mechanics	592040285000	84.87
94350	09/08/2021	D.C. Mechanics	582040285000	250.00
94393	09/08/2021	Heritage Fire Equipment	661598932000	53,110.00
94395	09/15/2021	Angel, Anja	101087654000	50.00
94396	09/15/2021	DeForest, Steve	101087654000	50.00
94397	09/15/2021	Ducastel, Barbara	703040236221	1,154.38
94398	09/15/2021	Fate, Bob	101087654000	50.00

Check Number	Check Issue Date	Name	GL Account	Amount
94399	09/15/2021	Hills, Judy	101087654000	50.00
94400	09/15/2021	Olmstead, Steve	582081642300	34.35
94401	09/15/2021	Pappalardo, Joseph	582081642300	87.72
94402	09/15/2021	Reimink, Kelsey	101087654000	100.00
94403	09/15/2021	Sarrault, Lillian	101087654000	50.00
94404	09/15/2021	Seagren, Caroline	101087654000	50.00
94405	09/15/2021	Sheppeck, Laura & Richard	582081642300	123.38
94406	09/15/2021	Szkarlat, Susan	101087654000	50.00
94407	09/15/2021	Tuck, Patrick	101087654000	50.00
94408	09/15/2021	Finley, Anna	582040285000	57.01
94409	09/15/2021	Green Projects Group	582588803000	100.00
94409	09/15/2021	Green Projects Group	582588803000	300.00
Grand Totals:				103,050.34

## Report Criteria:

Check.Check issue date = 08/12/2021-09/15/2021



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** September 20, 2021

**PREPARED:** September 16, 2021

**AGENDA SUBJECT:** Appointment Recommendation

**RECOMMENDATION:** That the City Council consider this appointment

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

- DISTRICT LIBRARY BOARD – Appointment of Trevor Nelson, 528 Wachtel Avenue, to fill a vacated term ending January 2023.

sb  
Enclosure



# City of Petoskey

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

RECEIVED

AUG 02 2021

CITY OF PETOSKEY  
CITY MANAGER

SB

## Application to Serve on a Board or Commission

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

■ Name	Nelson			Trevor			L			■ Date	8			2			21								
	Last			First			Initial																		
■ Residence Address	528			Wachtel Ave			Petoskey			MI			49770			■ Home Phone	231			730			0511		
	Number			Street			City			State			Zip												
■ Email Address	Trevor.n7@gmail.com															■ Work Phone	231			487			4383		

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying?  
Giving Back to the community I live in as well as the services we are grateful to have. I enjoy all the library programs and want to help preserve and steward it.
- How do you believe your appointment would benefit the City?  
I can offer fresh perspective and energy to the Library Board. I'm willing to learn and ask questions to find the best spots to direct my efforts. Enjoy working in teams.
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity.  
- High School Youth Group Boards 2003-2004 (Muskegon, MI)  
- Church Audio Visual Group 2017-2014 (Bloomington, IL)
- How many continuous years have you lived in Petoskey?  
7 years (Fall 2014)
- Any other helpful information relevant to your application.  
45-55 hr/wk work as outpatient Physical Therapist and per Diem Acute Inpatient duty, in general at work 730-430 Monday-Friday

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

- ☒ YES ☐ NO Are you a City of Petoskey registered voter?
- ☐ YES ☒ NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? My wife Becca Nelson is on Camp Daggert and Trails as well as Kilwanis Top of Coun
- ☐ YES ☒ NO Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain.

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

Applicant Signature:

*[Signature]*

Date:

8/2/21



**BOARD:** City Council

**MEETING DATE:** September 20, 2021

**PREPARED:** September 14, 2021

**AGENDA SUBJECT:** First Reading on an Ordinance to Rezone Properties to C – College District

**RECOMMENDATION:** That the City Council conduct first reading

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**Background** After review and recommendation of the Howard Street/College Ring Road extension in March of 2021, 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 provides longer term understanding of potential campus changes.

At its August 2, 2021 meeting, City Council adopted the C-College District as recommended by the Planning Commission. 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, 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).

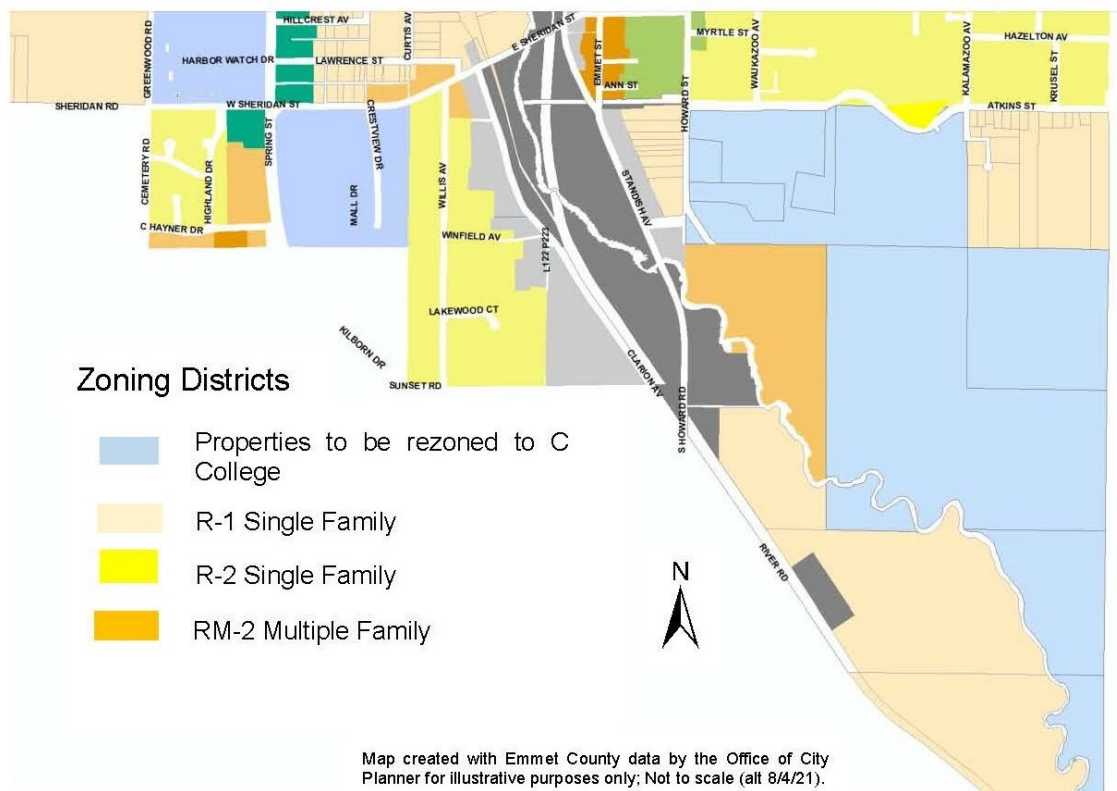
The district standards (Section 3302) include setbacks, building heights, maximum parking (based on current number) and the requirement for a master sign plan approved by the Planning Commission. The main area of concern raised by the Commission was the proposed 60 feet of height for a future dormitory,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

A requirement to rezone to the C-College District is the submittal of a Master Site Facilities Plan (MSFP) that complies with Sections 3304 and 3305 of the District.

A request to rezone its property south of Atkins Street to the new C-Zoning District was received by North Central Michigan College on June 3, 2021 and a public hearing was scheduled and held by the Planning Commission at its August 19 meeting (draft meeting minutes enclosed). The College included their entire five-year master plan as its Master Site Facilities Plan, which has more detail than required (document enclosed).

## Discussion

The area of rezoning request is indicated in the map below.



The neighbors that attended the public hearing were upset with lack of notification and knowledge of the rezoning process. The main concerns raised were with increased traffic and the proposed dormitory. The Planning Commission, while sympathetic to the neighbors, had also raised these concerns during the ordinance drafting process and were satisfied with changes the College had made. The Commission found that the request was consistent with the City Master Plan, Future Land Use Map and Zoning Plan; the uses and development standards are compatible with surrounding uses; the site is of sufficient size to accommodate the uses; the rezoning would not adversely affect surrounding properties. The Commission further found that the Master Site Facilities Plan complied with the Sections 3304 and 3305 of the C-College District and recommended the property rezoning.

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

at  
Enclosures

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

**AN ORDINANCE TO AMEND THE ZONING DISTRICT MAP OF THE CITY OF PETOSKEY AS SET FORTH IN ORDINANCE NO. 451, THE ZONING ORDINANCE OF THE CITY OF PETOSKEY TO RE-ZONE SPECIFIC PROPERTIES FROM THE R-1 SINGLE FAMILY DISTRICT TO THE C- COLLEGE DISTRICT.**

**WHEREAS**, a request to rezone 1515 Howard Street from R-1 Single Family to C- College District was made on June 3, 2021 by North Central Michigan College; and

**WHEREAS**, the subject properties are located on the southeast end of the City of Petoskey and hold community college facilities including classrooms, administrative offices, utility facilities, parking lots, a sculpture gallery, a community gymnasium, dormitories, cafeteria facilities, and a 195 acre natural area; and

**WHEREAS**, the subject property is currently within the R-1 Single Family District as a special condition use; and

**WHEREAS**, North Central Michigan College is required by the State of Michigan to adopt a five-year master plan that was last updated in 2019; and

**WHEREAS**, the City of Petoskey has been working with the College for several years on the extension of the internal ring road and the Planning Commission approved a design for the road to become a publicly dedicated street on March 18, 2021; and

**WHEREAS**, during the roadway discussion it was suggested that a new zoning district for the College that reflected the overall master plan would be appropriate; and

**WHEREAS**, the Planning Commission and College worked to draft district language that balances the needs of the community with future college expansion; and

**WHEREAS**, the new C College zoning district was adopted by City Council at its August 2nd, 2021 meeting; and

**WHEREAS**, the Planning Commission held a public hearing on the request to rezone the property from R-1 Single Family to C- College on August 19, 2021; and

**WHEREAS**, the Planning Commission made the determination that the rezoning of the subject property from R-1 Single Family to C- College District is consistent with the City Master Plan, Future Land Use Map and Zoning Plan, that the uses and development standards are compatible with surrounding uses, that

the site is of sufficient size to accommodate the proposed uses, and that the rezoning will not adversely affect surrounding properties and recommended the rezoning to City Council on a 9-0 vote.

**NOW THEREFORE**, the City of Petoskey ordains:

1. The property known as 1515 Howard Street, specifically:

Parcel ID 52-19-08-100-016

COM AT PT ON SEC LN 653 FT M/L E OF SEC COR COM TO SEC'S 5 & 8 & SD PT BEING C/L OF WAUKAZOO AVE PRODUCED S, TH E ALG SD SEC LN 522.7 FT, TH S 250 FT, TH W PAR TO SEC LN 522.7 FT, TH N 250 FT TO BEG. COM AT NW COR OF SEC 8, TH E 33 FT TO POB. TH E 620 FT, S 250 FT, E 522.7 FT, N 250 FT, E 1431 FT TO N LN OF KALAMAZOO AVE, TH S 1320 FT, W 1287 FT, N 16.5 FT, W 1089 FT, TH NW'LY TO SD SEC LN, TH N 279 FT, S88°9'E 314.3 FT, TH N0°41'E 394.4 FT, TH N83°14'W 321.3 FT TO HOWARD ST, TH N 319 FT TO POB. ALSO COM AT SW COR OF NW 1/4 OF NW 1/4, TH E 82 RDS, N 1 RD, W 66 RDS, NW'LY TO SEC LN AT PT 21 RDS N OF POB, TH S ALG SEC LN 21 RDS TO POB. EXC COM 744.70 FT S OF NW COR OF SEC FOR POB, TH E 920 FT, S 352 FT, W 280.15 FT, N32°W 162 FT, N80°W 197 FT, W 360 FT, N 182 FT TO POB. EXC THAT PT OF THE ATKINS RD EXT DESC AS: PT OF SW ¼ OF SECTION 5 & PT OF NW ¼ OF SECTION 8; COM AT NW COR SEC 8, TH ALG N LN OF SD SEC 8 S89°57'00"E 33.01 FT TO E'LY LN OF HOWARD ST & POB, TH ALG SD LN N00°13'45"W 44 FT, TH S89°57'00"E 1285.94 FT, TH S15°57'57"E 2.68 FT, TH 84.13 FT ALG CURVE L, RAD 217 FT, DELTA 22°12'45", CHD N62°55'41"E 83.60 FT, TH N51°49'19"E 14.88 FT, TH 51 FT ALG CURVE R, RAD 283 FT, DELTA 10°19'29", CHD N56°59'03"E 50.93 FT, TH N27°51'12"W 11 FT, TH 333.28 FT ALG CURVE TO R, RAD 294 FT, DELTA 64°57'02", CHD S85°22'41"E 315.72 FT, TH S52°54'10"E 369.08 FT, TH 156.16 FT ALG CURVE L, RAD 206 FT, DELTA 43°26'04", CHD S74°37'12"E 152.45 FT, TH N06°20'14"W 39 FT, TH 79.75 FT ALG CURVE L, RAD 167 FT, DELTA 27°21'46", CHD N69°58'53"E 79 FT, TH S33°42'01"E 39 FT, TH 16.20 FT ALG CURVE L, RAD 206 FT, DELTA 04°30'25", CHD N54°02'47"E 16.20 FT, TH N51°47'35"E 160.77 FT, TH 187.19 FT ALG CURVE R, RAD 295.18 FT, DELTA 36°20'02", CHD N70°00'43"E 184.07 FT, TH S89°57'00"E 1.38 FT TO W'LY R/O/W OF KALAMAZOO ST, TH ALG SD W'LY R/O/W S00°07'10"W 44 FT TO SD N LN OF SEC 8, TH CONT ALG SD R/O/W S00°15'51"E 44 FT, TH 130.08 FT ALG CURVE L, RAD 207.18 FT, DELTA 35°58'18", CHD S69°49'51"W 127.95 FT, TH S51°47'35"W 155.36 FT, TH S38°12'25"E 44 FT, TH S51°47'35"W 5.34 FT, TH 40.11 FT ALG CURVE R, RAD 338 FT, DELTA 06°47'55", CHD S55°11'32"W 40.08 FT, TH N31°24'30"W 44 FT, TH 351.52 FT ALG CURVE R, RAD 294 FT, DELTA 68°30'20", CHD N87°09'20"W 330.95 FT, TH N52°54'10"W 369.08 FT, TH 233.52 FT ALG CURVE L, RAD 206 FT, DELTA 64°57'02", CHD N85°22'41"W 221.22 FT, TH N27°51'12"W 11 FT, TH 39.10 FT ALG CURVE L, RAD 217 FT, DELTA 10°19'29", CHD S56°59'03"W 39.05 FT, TH S51°49'19"W 14.88 FT, TH 109.71 FT ALG CURVE R, RAD 283 FT, DELTA 22°12'45", CHD S62°55'41"W 109.03 FT, TH S15°57'57"E 11 FT, TH 82.18 FT ALG CURVE R, RAD 294 FT, DELTA 16°00'57", CHD S82°02'32"W 81.91 FT, TH N89°57'00"W 539.06 FT, TH 93.61 FT ALG CURVE R, RAD 363.13 FT, DELTA 14°46'09", CHD S82°39'50"W 93.35 FT, TH N89°57'00"W 594.69 FT TO E'LY R/O/W OF HOWARD ST N00°13'45"W 56 FT TO POB. ALSO EXC COM AT N ¼ COR OF SD SEC, TH N89°14'57"W 1208.89 FT ALG N LN OF SD SEC TO POB, TH

N89°14'57"W 100 FT ALG N LN OF SD SEC, TH S00°45'03"W 664.93 FT, TH N81°17'34"W 262.68 FT, TH S09°49'34"W 333.18 FT, TH S81°17'34"E 416.72 FT, TH N00°45'03"E 1015.26 FT TO POB. EXCEPTING THAT PORTION NORTH OF THE ATKINS STREET RIGHT-OF-WAY. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-003

COM AT NW COR SEC 8 S ON SEC LN 316.2', TH S83°14'E 33.2' TO POB TH S83°14'E 321.3', TH S0°41'W 394.4', TH N88°09'W 314.3' TO E LN OF HOWARD ST., TH ALG SD LN 422.2' TO POB. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-017

T OF NW ¼ OF SECTION 8, COM AT N ¼ COR OF SD SEC, TH N89°14'57"W 1208.89 FT ALG N LN OF SD SEC TO POB, TH N89°14'57"W 100 FT ALG N LN OF SD SEC, TH S00°45'03"W 664.93 FT, TH N81°17'34"W 262.68 FT, TH S09°49'34"W 333.18 FT, TH S81°17'34"E 416.72 FT, TH N00°45'03"E 1015.26 FT TO POB. SUBJ TO EASE(S) OF RECORD. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-014

COM 744.7 FT S OF NW COR OF SEC FOR POB, TH E 920 FT, S 352 FT, W 280.15 FT, N-32-W 162 FT, N-80-W 197 FT, W 360 FT, N 182 FT TO POB, SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-005

SE 1/4 OF NW 1/4, NE 1/4 OF SW 1/4 & NW 1/4 OF SE 1/4. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-200-016

SW 1/4 OF NE 1/4 SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-300-008

SW 1/4 OF SE 1/4 LYING E OF BEAR RIVER SECTION 8, T34N, R5W; AND

Parcel ID 52-19-17-100-022

NW 1/4 OF NE 1/4 LYING E OF BEAR RIVER SECTION 17, T34N, R5W.

is rezoned to C- College District, subject to all applicable zoning usages, standards, regulations, requirements, and conditions of that district.

2. The Zoning District Map of the City of Petoskey shall be, and the same hereby is, amended in order that the following described property be shown as located in the C-College District and the Zoning classification hereafter for said property shall be C- College:

Parcel ID 52-19-08-100-016

COM AT PT ON SEC LN 653 FT M/L E OF SEC COR COM TO SEC'S 5 & 8 & SD PT BEING C/L OF WAUKAZOO AVE PRODUCED S, TH E ALG SD SEC LN 522.7 FT, TH S 250 FT, TH W PAR TO SEC LN 522.7 FT, TH N 250 FT TO BEG. COM AT NW COR OF SEC 8, TH E 33 FT TO POB. TH E 620 FT, S 250 FT, E 522.7 FT, N 250 FT, E 1431 FT TO N LN OF KALAMAZOO AVE, TH S 1320 FT,

W 1287 FT, N 16.5 FT, W 1089 FT, TH NW'LY TO SD SEC LN, TH N 279 FT, S88°9'E 314.3 FT, TH N0°41'E 394.4 FT, TH N83°14'W 321.3 FT TO HOWARD ST, TH N 319 FT TO POB. ALSO COM AT SW COR OF NW 1/4 OF NW 1/4, TH E 82 RDS, N 1 RD, W 66 RDS, NW'LY TO SEC LN AT PT 21 RDS N OF POB, TH S ALG SEC LN 21 RDS TO POB. EXC COM 744.70 FT S OF NW COR OF SEC FOR POB, TH E 920 FT, S 352 FT, W 280.15 FT, N32°W 162 FT, N80°W 197 FT, W 360 FT, N 182 FT TO POB. EXC THAT PT OF THE ATKINS RD EXT DESC AS: PT OF SW ¼ OF SECTION 5 & PT OF NW ¼ OF SECTION 8; COM AT NW COR SEC 8, TH ALG N LN OF SD SEC 8 S89°57'00"E 33.01 FT TO E'LY LN OF HOWARD ST & POB, TH ALG SD LN N00°13'45"W 44 FT, TH S89°57'00"E 1285.94 FT, TH S15°57'57"E 2.68 FT, TH 84.13 FT ALG CURVE L, RAD 217 FT, DELTA 22°12'45", CHD N62°55'41"E 83.60 FT, TH N51°49'19"E 14.88 FT, TH 51 FT ALG CURVE R, RAD 283 FT, DELTA 10°19'29", CHD N56°59'03"E 50.93 FT, TH N27°51'12"W 11 FT, TH 333.28 FT ALG CURVE TO R, RAD 294 FT, DELTA 64°57'02", CHD S85°22'41"E 315.72 FT, TH S52°54'10"E 369.08 FT, TH 156.16 FT ALG CURVE L, RAD 206 FT, DELTA 43°26'04", CHD S74°37'12"E 152.45 FT, TH N06°20'14"W 39 FT, TH 79.75 FT ALG CURVE L, RAD 167 FT, DELTA 27°21'46", CHD N69°58'53"E 79 FT, TH S33°42'01"E 39 FT, TH 16.20 FT ALG CURVE L, RAD 206 FT, DELTA 04°30'25", CHD N54°02'47"E 16.20 FT, TH N51°47'35"E 160.77 FT, TH 187.19 FT ALG CURVE R, RAD 295.18 FT, DELTA 36°20'02", CHD N70°00'43"E 184.07 FT, TH S89°57'00"E 1.38 FT TO W'LY R/O/W OF KALAMAZOO ST, TH ALG SD W'LY R/O/W S00°07'10"W 44 FT TO SD N LN OF SEC 8, TH CONT ALG SD R/O/W S00°15'51"E 44 FT, TH 130.08 FT ALG CURVE L, RAD 207.18 FT, DELTA 35°58'18", CHD S69°49'51"W 127.95 FT, TH S51°47'35"W 155.36 FT, TH S38°12'25"E 44 FT, TH S51°47'35"W 5.34 FT, TH 40.11 FT ALG CURVE R, RAD 338 FT, DELTA 06°47'55", CHD S55°11'32"W 40.08 FT, TH N31°24'30"W 44 FT, TH 351.52 FT ALG CURVE R, RAD 294 FT, DELTA 68°30'20", CHD N87°09'20"W 330.95 FT, TH N52°54'10"W 369.08 FT, TH 233.52 FT ALG CURVE L, RAD 206 FT, DELTA 64°57'02", CHD N85°22'41"W 221.22 FT, TH N27°51'12"W 11 FT, TH 39.10 FT ALG CURVE L, RAD 217 FT, DELTA 10°19'29", CHD S56°59'03"W 39.05 FT, TH S51°49'19"W 14.88 FT, TH 109.71 FT ALG CURVE R, RAD 283 FT, DELTA 22°12'45", CHD S62°55'41"W 109.03 FT, TH S15°57'57"E 11 FT, TH 82.18 FT ALG CURVE R, RAD 294 FT, DELTA 16°00'57", CHD S82°02'32"W 81.91 FT, TH N89°57'00"W 539.06 FT, TH 93.61 FT ALG CURVE R, RAD 363.13 FT, DELTA 14°46'09", CHD S82°39'50"W 93.35 FT, TH N89°57'00"W 594.69 FT TO E'LY R/O/W OF HOWARD ST N00°13'45"W 56 FT TO POB. ALSO EXC COM AT N ¼ COR OF SD SEC, TH N89°14'57"W 1208.89 FT ALG N LN OF SD SEC TO POB, TH N89°14'57"W 100 FT ALG N LN OF SD SEC, TH S00°45'03"W 664.93 FT, TH N81°17'34"W 262.68 FT, TH S09°49'34"W 333.18 FT, TH S81°17'34"E 416.72 FT, TH N00°45'03"E 1015.26 FT TO POB. EXCEPTING THAT PORTION NORTH OF THE ATKINS STREET RIGHT-OF-WAY. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-003

COM AT NW COR SEC 8 S ON SEC LN 316.2', TH S83°14'E 33.2' TO POB TH S83°14'E 321.3', TH S0°41'W 394.4', TH N88°09'W 314.3' TO E LN OF HOWARD ST., TH ALG SD LN 422.2' TO POB. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-100-017

T OF NW ¼ OF SECTION 8, COM AT N ¼ COR OF SD SEC, TH N89°14'57"W 1208.89 FT ALG N LN OF SD SEC TO POB, TH N89°14'57"W 100 FT ALG N

LN OF SD SEC, TH S00°45'03"W 664.93 FT, TH N81°17'34"W 262.68 FT, TH S09°49'34"W 333.18 FT, TH S81°17'34"E 416.72 FT, TH N00°45'03"E 1015.26 FT TO POB. SUBJ TO EASE(S) OF RECORD. SECTION 8, T34N, R5W; AND

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Parcel ID 52-19-08-100-005

SE 1/4 OF NW 1/4, NE 1/4 OF SW 1/4 & NW 1/4 OF SE 1/4. SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-200-016

SW 1/4 OF NE 1/4 SECTION 8, T34N, R5W; AND

Parcel ID 52-19-08-300-008

SW 1/4 OF SE 1/4 LYING E OF BEAR RIVER SECTION 8, T34N, R5W; AND

Parcel ID 52-19-17-100-022

NW 1/4 OF NE 1/4 LYING E OF BEAR RIVER SECTION 17, T34N, R5W.

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.

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John Murphy  
Its Mayor

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Alan Terry  
Its Clerk



## PLANNING COMMISSION

August 19, 2021

A regular Planning Commission meeting was held in the City Council Chambers, Petoskey, Michigan, on Thursday, August 19, 2021. Roll was called at 7:00 P.M. and the following were:

Present: Cynthia Linn Robson, Chairperson  
Betony Braddock  
Carolyn Dettmer  
Rose Fitzgerald  
Richard Mooradian  
Rick Neumann  
Ted Pall (via Zoom), Petoskey, MI, Emmet County  
Kent Warner  
Charles Willmott

Others: Joe Beattie, 1420 Howard Street  
Myron Berry, Mountain Engineering, Inc., Kingsford, MI  
Matthew Fettig, 906 Michigan Street  
Dr. David Finley, North Central Michigan College  
Stephanie Grozner, 1440 Howard Street  
Patricia "T" Jones, McLaren Northern Michigan  
Paul LeBlanc, PLB Planning Group, LLC, Grand Rapids  
Tom Nemitz, North Central Michigan College  
Peg Pyjar, 1416 Howard Street  
Tom Shanley, Kramer Management Group (Via Zoom)  
Shari Schult, McLaren Northern Michigan  
Sue Thompson, 1432 Howard Street  
Steve Worth, Stratford Group  
Dr. Thomas Zeidel, North Central Michigan College

Staff: Amy Tweeten, City Planner  
Lisa Denoyer, Administrative Assistant

Upon motion and support, the minutes of the July 15, 2021 regular meeting and July 29, 2021 special meeting were approved. Motion carried 9-0.

**Case#2-21 – Public Hearing on a Rezoning Request  
from R-1 Single Family to C- College District for  
North Central Michigan College, 1515 Howard Street**

Staff informed the Commission North Central Michigan College (NCMC) had submitted a request to rezone its property south of Atkins Street to the new C- College District. The application includes a master site facilities plan that incorporates the entire College 2019 Master Plan.

A request to rezone property must be consistent with the City Master Plan. The submitted request is consistent with the future land use map that indicates this property as public/quasi-public and parkland, and consistent with Master Plan goals, including:

- Public and private projects honor the heritage of the community as a destination for year-round recreation and entrepreneurial opportunities;
- The natural environment is maintained to provide health benefits to all residents;
- A skilled workforce that can adapt and succeed in changing economic times is trained and retained;
- Education and lifelong learning is supported; and
- Preserve and build upon community assets in a manner that enhances our shared prosperity and well-being.

For a rezoning to the C- College District, a Master Site Facilities Plan (MSFP) is required that meets specified review standards. A MSFP has been submitted that staff believes meets the review standards of Section 3306 of the Ordinance. Those standards are as follows:

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; and
6. Natural, historical, scenic, open space and architectural features of the property in the district shall be preserved, protected, created or enhanced whenever possible.

After holding the public hearing, the Commission may take action to recommend the rezoning of the property from R-1 Single Family to C-1 College District to City Council, as well as adopt the Master Site Facilities Plan that establishes the long-term development plan for the property.

Paul LeBlanc, PLB Planning Group, LLC, gave a brief overview and explained that the current single family residential zoning was written to regulate single family housing, not a college. He explained that the City had suggested that NCMC consider changing the zoning district to meet the needs of the college and future development and that most of the proposed changes to the 2019 Master Plan were additions. For instance, a closed connector has been proposed to allow students and faculty to move from building to building without going outside. Two months ago the college held a neighborhood meeting and the only major comments or concerns were regarding the proposed location of the dormitory. Since then the drawing was changed to meet the 100-foot setback requirement set by the Planning Commission. There are no definite plans to build two dormitory buildings at this time and there have been discussions regarding dormitory placement based on neighbors' concerns. Last month City Council adopted the C- College District and now he is asking the Planning Commission to rezone the college property to the new district and present it to City Council for final approval. Staff agrees that all of the standards for approval have been met and he believes the college has a very comprehensive plan.

Dr. David Finley, North Central Michigan College President, commented that the proposed dormitories would be located near the southwest corner of campus near the dining hall and student services.

Chairperson Robson reminded the Commission that any added buildings would have to come before the Commission for site plan approval.

At this time the meeting was opened for the public hearing.

Joe Beattie, 1420 Howard Street, informed the Commission that he lives across the street from the proposed new entrance. He commented that the college emits consistent noise that is quite loud and he believes that more students will mean more noise, which is a concern along with safety due to the increase in traffic. He also commented that the dormitory plan presented tonight was not the same as the one presented at the neighborhood meeting.

Sue Thompson, 1432 Howard Street, stated that she had concerns with the height and bulk of the proposed dormitories and the impact it may have on property values in the neighborhood. She asked what the height restriction would be in the new college district. Ms. Thompson told the Commission that she wanted an answer as to how the neighboring property values would be affected.

Staff responded that the maximum height of the dormitory buildings would be 60-feet total or 4-stories, 45-feet from the midpoint of the street.

Chairperson Robson responded that with the slope of the property and the 100-foot setback a 60-foot tall building would be 45-feet taller than street level and not appear as tall as it actually is.

Peg Pyjar, 1416 Howard Street, asked if the new zoning would create rules specific to the college and commented that most of the houses on Howard Street were built in 1955, 1960, which was prior to the construction of the college.

Stephanie Grozner, 1440 Howard Street, stated that the presentation was great but vague. She stated that she had concerns with how the change would impact property values and homeowner views and asked if the neighbors' words were lost and if they were wasting their time being at the meeting.

At this time the public hearing was closed.

Chairperson Robson stated that the Commission was aware of the noise and are trying to mitigate for future uses and she believes the college has been extremely accommodating to concerns from the neighbors. The purpose of providing the college with its own district is to allow the college to function as such and protect the neighborhood at the same time and the Commission has given great consideration for all.

Commissioner Willmott stated that one concern of the Commission during discussions prior to this meeting was that the public be involved in the discussion and tonight is the first they are hearing about these concerns with the plan.

Ms. Grozner stated that there is a vast difference between being involved and being told.

Commissioner Fitzgerald commented that all of the meetings were published on the City's website, the same as they are for City Council, Zoning Board of Appeals and other City boards and commissions and that while this is a public hearing there is an opportunity for anyone to give input and comment.

Commissioner Braddock stated that she believes the rezoning request makes sense and the college has been good to work with. She was however taken aback that the neighbors were so upset, as the Commission had extensively reviewed the plan and she thought they were ready to move forward.

Commissioner Dettmer commented that she agreed with Commissioner Braddock and that she believes the Commission did a good job reviewing the request. However, the comments received by the public regarding building height and traffic safety do create concerns for her.

Commissioner Mooradian commented that he is in support with rezoning and has no objections to the ring road, however, he too has concerns given the neighbors reactions. He would like to see the college alleviate their concerns.

Commissioner Warner stated that he agreed with Commissioners and that community input is important and he is mindful of that. He does not have an issue with the height as he feels it is a better solution than making the building wider. He believes the Commission has reviewed the plan thoroughly and extensively and have made changes to address concerns that were brought up. Noise and traffic were both addressed in discussions.

Commissioner Neumann commented that it was unfortunate that some of the neighbors decided to leave the meeting prior to this discussion as they missed an opportunity for discussion. He believes that the ring road will cause a reduction in traffic on Howard Street and he agreed with Commissioner Warner on the building height. The college has put their vision into their master plan and the rezoning will give more predictability and protection to the neighborhood than a single family district zoning.

Commissioner Willmott stated that the plan is consistent with the City Master Plan and he believes the Commission should move forward with approval. He voiced concerns with the public involvement during this process and commented that any changes made to the proposed plan would have to come before the Planning Commission for approval.

Mr. LeBlanc commented that the college master plan is not only created to satisfy the zoning district but to also satisfy state requirements. The plan is reviewed every three years and will likely be revised to some extent, which would require them to come before the Planning Commission for approval. He also commented that he was shocked at the poor attendance at the public meeting that was held for the neighbors. Of the neighbors that did attend, there were only concerns voiced regarding the dormitory building and those concerns were discussed by himself and college staff.

Commissioner Neumann commented that he believes the fact that the drawing presented tonight was different from the drawing that was shown at the neighborhood meeting shows the college's efforts to address those concerns.

Commissioner Pall commented that a 35-foot tall building with a 60-foot setback looks similar in height to a 60-foot tall building that is 45-feet at the midpoint of the street with a 100' setback. He stated that he was happy with the traffic circulation and flow.

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

Ms. Grozner asked if neighborhood property values would change and stated that she was upset with the process as she only saw one notice for a meeting and did not see any publication in the Petoskey News Review. She felt as though neighbors were being told what was happening and not being included.

Chairperson Robson responded that the Commission has no way of knowing how the rezoning will impact neighborhood property values.

Commissioner Neumann commented that he is not a realtor or appraiser but believes that improvements to the community asset would enhance the neighborhood.

Ms. Gronzer stated that she believed that the college was tax exempt and asked if she was correct.

Staff responded that the college is tax exempt and that the Planning Commission looks at zoning to enhance both the college and the community. She believes that the ring road extension would improve traffic circulation and reduce traffic on Howard Street and that a high quality institution tends to increase property values.

Commissioner Pall commented that the Planning Commission cannot put a number on property values and that their job is to do the best they can to improve the community.

Dr. Finley commented that the college is looking to double or triple their current dormitory population of approximately 100 students and they are working hard to draw youth to the community. Petoskey has a shrinking K-12 demographic and housing is hard to find. Seasonal housing is currently provided by the college and additional dormitories could help with the city's workforce housing issue.

Commissioner Willmott asked what phase of the proposal the dormitories were under.

Dr. Finley responded that they are potentially in the next two to five year plan.

Ms. Grozner commented that she believes in the college, however, she dislikes the placement of the dormitories near residential homes and asked why they could not be placed on the other side of campus. She also voiced concerns with traffic.

Dr. Finley responded that the existing dormitory was built in the late 60's, early 70's and if the new dormitories were built on the northeast corner of campus it would require students to walk across campus to eat, study or access student services.

Commissioner Neumann commented that the landscape requirements will help soften the image of the buildings.

Dr. Finley commented that the Planning Commission had been very thoughtful in regards to building heights, traffic and noise and that he was sorry that Ms. Grozner had not received notice, however, the college sent invitations for the neighborhood meeting to everyone within ¼ mile of the college.

The meeting was closed for public comment.

At this time Commissioner Willmott made a motion, seconded by Commissioner Warner, that the request to rezone 1515 Howard Street and all identified properties owned by North Central Michigan College and the State Building Authority from the R-1 Single Family District to the C- College District be recommended to City Council for approval based on the facts presented due to the finding that the request is consistent with the City Master Plan, Future Land Use Map and Zoning Plan; the uses and development standards are compatible with surrounding uses; the site is of sufficient size to accommodate the uses; the rezoning will not adversely affect surrounding properties; and that the Master Site Facilities Plan submitted be approved based on the finding that the review standards for a Master Site Facilities Plan in the C- College District are met. Motion carried 9-0.

**Case #53-21 – Introduction on a Special Condition Use Request  
for a Medical Marihuana Provisioning Center at 403 West Mitchell Street**

Staff informed the Commission that the special condition use request is for the third provisioning center located at 403 West Mitchell Street, a 5,700 square foot parcel adjacent to US-31/ West Mitchell Street, Ingalls Avenue and Madison Street. The proposal is to use the existing building with changes to exterior materials and interior layout.

A special condition use requires a public hearing before action can be taken and the Commission should clarify any questions or concerns with the request before scheduling a public hearing for the September 15 meeting.

Myron Berry, Mountain Engineering, Inc., informed the Commission that there would not be many changes to the interior of the building and exterior changes would include new siding, removal of the existing awning and concrete steps to the south, and the addition of landscaping, benches and bike racks.

Commissioners asked if the site would be adequate for recreational marihuana should the proposed use change in the future and inquired about a lighting plan, security, additional landscaping and if there was a need for a dumpster.

Commissioners voiced concerns with the lack of on-site parking and safety concerns with parking at the northeast corner of the building, specifically spaces 5, 6 and 7.

Staff responded that the on-street parking had been in place for many years for this location, however, under a special condition use the Planning Commission likely could require that the ordinance standards be met. She will check with the City Attorney whether the Commission could approve use of the existing on street parking or if a variance would be required by the Zoning Board of Appeals for 100% of parking requirements – or more than allowed by the ordinance for on-street parking.

Mr. Berry responded that he believed the site would be adequate for a recreational marihuana facility, lighting is planned for under the new canopies, however, a lighting plan could be provided, and security is required by the State of Michigan. The facility would have cameras on the inside as well as the outside of the building that would be monitored 24/7. He stated that he was unsure if a dumpster would be necessary and would look into rollaway bins. He commented that, per their attorney, the applicant would be allowed to use on-street parking as it has been in place since the 1950's.

At this time, the Commission agreed to postpone scheduling a public hearing pending attorney opinion and additional site plan information, including a lighting plan.

### **Case #3-21 – Amendment Request for Crestview Commons PUD Signs**

Staff informed the Commission that Harbor Village Apartments were included in the original Crestview Commons PUD. Their request is for new free-standing signs, which require Planning Commission approval according to the PUD ordinance.

The existing sign is eight feet wide, two feet tall with an overall height of four feet and the proposed sign would be 6.7 feet wide, 2 ¼ feet tall with an overall height of 3 ½ feet with an additional seven square feet of information.

Steve Werth, Stratford Group, informed the Commission that they are changing and upgrading their facilities and would like to update their signs to make them more attractive as well. The proposed signs visually appear to be the same size as the existing signs with a slightly wider base.

Commissioners asked about vegetation around the signs, what the difference in width was from the existing signs to the proposed sign, and if lighting would project downward.

Mr. Werth responded that native plants would be used and placed along the ends of the signs, not in front of them, the existing sign is eight feet wide and the proposed sign would be approximately

10 feet wide. Typically their lighting is upward facing, however they could explore the options of down lit lighting.

Commissioners agreed that the signs presented were compatible with the PUD and liked the overall changes.

At this time Commissioner Neumann made a motion, seconded by Commissioner Dettmer, to approve the sign request as the proposed signs meet the intent of the sign ordinance and the standards are met, with the condition that the lighting be down lit. Motion carried 9-0.

**Case #2-17 – Continued Review and Action on an  
Amendment to the Campus Sign Plan for the  
McLaren Northern Michigan Master Site Facilities Plan**

Staff informed the Commission that a revised donor recognition sign and donor sign plan had been submitted based on Commission comments at the July 29 Special Meeting. The sign size had been reduced from 163 square feet to 49 square feet and located at the Surgery Center entrance above the ground floor entrance.

The applicant submitted the following sign plan language on exterior donor recognition for lead gifts:

Periodically, McLaren Northern Michigan (MNM) renovates or constructs facilities on an existing or new property. Philanthropic gifts typically fund part or all of these projects, and recognition appropriate to the size of the gift, as determined by MNM and Foundation leadership, is offered to the donor.

Lead gifts to a project may be recognized with exterior signage, defined as any signage placed on the exterior of a building or structure, or on/in any MNM campus space that is outdoors.

Lead exterior donor recognition will:

- Be architecturally appropriate for the renovated/new construction – consistent with and appropriate to its immediate building and landscape context, while maintaining reasonable consistency in approach (materiality, font, supports, etc.) across the MNM campus
- Reflect McLaren Health Care brand standards
- Be sized in proportion to the space – letters not to exceed 36” in height
- Include wording appropriate for the specific donor(s)
- Not include corporate entities – corporate giving will be recognized with internal signage

Potential Future Locations for Exterior Signage on the MNM Petoskey Campus

- New Cancer Center (location tbd) – Karmanos sign at top of building; lead donor recognition lower on building

Commissioners agreed that the new proposed size and location of the Martin and Lisa Sutter Pavilion sign was a vast improvement from what was presented at the last meeting.

Shari Schult, McLaren Northern Michigan, thanked the Commission for their review of the previous plan and informed them that the new sign was amended based on their comments and that it was also acceptable to the donor.

Commissioners thanked Ms. Schult for taking their comments to heart and implementing them into the new plan. They appreciated that the new location does not impact the neighbors, the street or Little Traverse Bay.

At this time, Commissioner Warner made a motion, seconded by Commissioner Mooradian, to approve the amended sign request. Motion carried 9-0.

T. Jones, McLaren Northern Michigan, informed the Commission that they had done research on signs at different hospital campuses and it appeared that each hospital had its own sign plans. She stated that donor signs will be no larger than 36-inches, donor naming will be on a case-by-case basis and will be kept consistent within the campus.

Ms. Schult stated that they do not want corporate names on their buildings other than their own.

Commissioners reviewed the proposed sign plan for lead gifts and suggested that the wording on future locations for exterior signage be changed as follows:

Any future locations for exterior signage on the MNM Petoskey Campus shall be reviewed by the Planning Commission using Sign Ordinance Standards.

At this time, Commissioner Willmott made a motion, seconded by Commissioner Dettmer, to approve the amended sign plan for donor recognition, with the Commission's recommended changes. Motion carried 9-0.

### **Review and Acceptance of the 2022-2027 Capital Improvements Plan**

Staff gave an overview of the six-year capital plan expenditures, 2022 Street Projects, 2022 Parks, Parking and Electric System Projects, 2023 Major Projects, and 2022-2027 Capital Improvements Plan.

The Planning Commission is charged with reviewing the six-year CIP to ensure public projects are consistent with the City of Petoskey Master Plan. Staff recommends acceptance of the plan based on the planned projects' progress implementing the following Livable Petoskey Master Plan goals:

- The park system is integral to the unique sense of place and is a known asset for community-wide health and wellness.
- The valuable natural resources that are the foundation for our high quality of life are managed and protected.
- Our high quality public spaces are preserved for future generations.
- Long-term resilience of infrastructure is considered in all projects.
- Petoskey is a leader in use of green technologies for energy, infrastructure, and transportation.
- High quality community infrastructure and facilities provide services to City residents, customers and visitors in a reliable, efficient, environmentally-sound, and cost-effective manner.
- An overall transportation system is provided that enhances the community's social, economic and natural capital, and promotes public health and energy conservation.
- Use of rail corridors for non-motorized transportation is maximized.
- Roadway maintenance and construction utilize best management practices to minimize potential adverse environmental impacts.
- Pedestrian amenities are improved and expanded.
- Neighborhood tree canopies and streetscapes are enhanced.
- Neighborhood parks are enhanced.
- Downtown Petoskey is maintained and enhanced as the regional economic and cultural center of the community.

Commissioners commented that they felt it was a great plan, inquired about timelines and funding for various projects and briefly discussed revenue and expenditures. Commissioners also discussed

the role that the Planning Commission has in the process per the Planning Enabling Act and agreed that they would like to take a more active role.

At this time, Commissioner Pall made a motion, seconded by Commissioner Willmott to accept the plan as it is consistent with the goals of the Master Plan and forward to City Council for approval. Motion carried 9-0.

### **Continued Discussion of the Zoning Ordinance Amendments to Address Housing**

Given the late hour, Chairperson Robson asked Commissioners if there was anything they felt comfortable moving forward with and asking staff to prepare final language for.

Commissioner Pall commented that he would like to have more discussion on building height and that he did not understand the need for so much height on the first floor.

Matthew Fettig, 906 Michigan Street, commented that he is working on a project in the B-2A District and believes he could build a three story house using the maximum 33-foot height, however, it would be boxy and would not fit in well with neighboring houses. He also commented that there are neighboring houses that are three stories and taller than what is allowed and that he had recently spoken with an architect who was not very happy with the 40-foot height restriction in the Central Business District (CBD).

Commissioners agreed that they would like staff to work on final language for eliminating density in the business and industrial districts and amending private street standards.

They also agreed that more discussion was needed on building height for three story buildings, allowing residential uses in the rear and lower level of buildings in the CBD, two-unit dwellings as a permitted use in the single family districts, and accessory dwelling units (ADUs).

### **Public Comment**

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

### **Updates**

Staff informed the Commission that the September meeting agenda will likely include a concept plan for 202 East Mitchell Street (Mitchell Street Market) and that the old Chase Bank property located at 624 Charlevoix Avenue had been sold to Bay Street Orthopaedics who currently plan to keep the previously approved site plan with one tenant occupying the space. The approved site plan will expire in February 2022.

The meeting was then adjourned at 10:07 P.M.

Minutes reviewed by Ted Pall, Vice Chairperson/Secretary



“North Central Michigan College provides exceptional, accessible, and relevant higher education of and for the community.”

# NORTH CENTRAL MICHIGAN COLLEGE 2019 MASTER SITE FACILITY PLAN

2019 -2023

September 4, 2019

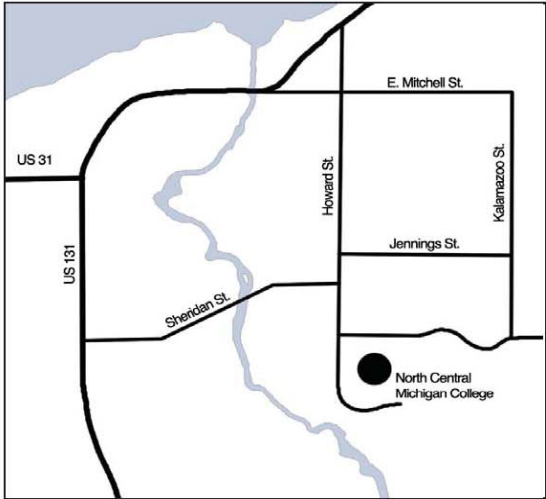
# Where is North Central?

**From Upper Peninsula:**  
Take I-75 south to the US 31 exit. Take US-31 to Petoskey. In Petoskey, take the downtown business district exit (left turn at the blinking yellow light). Turn right at the stop sign. At the next stop sign turn left onto Howard Street. Follow Howard Street south. Campus will be at the end of Howard.

**From Southeastern Michigan:**  
Take I-75 North to the M-32 West exit at Gaylord. Follow M-32 West to US-131 North. Turn right onto US-131 and continue into Petoskey. Turn right at Sheridan Street, the third stoplight as you come into Petoskey. At the end of Sheridan Street, turn right onto Howard Street. Follow Howard Street south. Campus will be at the end of Howard.

**From Southwest Michigan:**  
Take US-31 to Petoskey. At the first stoplight as you come into Petoskey, turn right onto Spring Street (US-131). Turn left at the next stoplight onto Sheridan Street. At the end of Sheridan Street, turn right onto Howard Street. Follow Howard Street south. Campus will be at the end of Howard.

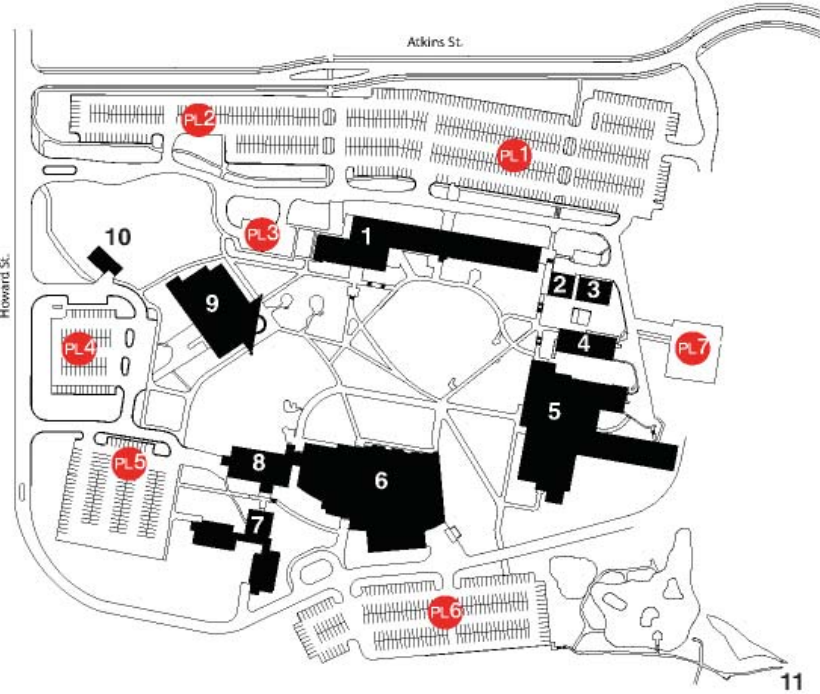
**From Southern Michigan:**  
Take US-131 North to Petoskey. At the third stoplight, turn right onto Sheridan Street. At the end of Sheridan Street, turn right onto Howard Street. Follow Howard Street south. Campus will be at the end of Howard.



# Campus Map

- 1. Administration/Classroom Building (AD/CL - Rooms 100-160 and 19-70)
  - University Center (UC - Lower Level)
- 2. Heating Plant
- 3. Maintenance Building
- 4. Technology Building
  - TECH - Rooms 218-230
- 5. Jack and Dorothy Harris Health Education and Science Center (HESC)
  - CHEM - Rooms 303-312
  - BIO - Rooms 320-340
  - Nursing/AH - Rooms 346-368
  - Greenhouse
- 6. Student and Community Resource Center (SCRC)
  - Bookstore (Room 530)
  - Learning Support Services (LSS - Room 533)
  - Recreation Facilities
- 7. Residence Hall
- 8. Student Center Cafeteria (Iron Horse Café)/Conference Center 3&4
  - Student Services (Rooms 503-512)
  - Corporate and Community Education (CCE - Room 536)
- 9. Library/Conference Center 1&2
- 10. Early Childhood Education Building (ECE)
- 11. Natural Area

PL Parking Lots



## NORTH CENTRAL MICHIGAN COLLEGE 2019 MASTER SITE FACILITY PLAN

2019 -2023

September 4, 2019



## A Message from Dr. David Roland Finley, President



North Central Michigan College Stakeholders,

It is with excitement that I present North Central’s newly-created Campus Master Plan. Commissioned in March 2019, the plan was developed by Cornerstone Architects with input from many constituencies, including students, faculty, staff, business leaders, governmental officials, and community members. As North Central looks toward the alignment of all our planning efforts, master planning is a key element in aligning our strategic agenda with our programs and facilities. Thus, the goal of this Master Plan is to provide North Central Michigan College with a more comprehensive road map for meeting facilities needs over the next 10 years and beyond.

North Central Michigan College in Petoskey is currently comprised of 10 buildings and several additional properties. The facilities total more than 275,000 SF, with a total replacement value estimated at more than \$69 million. Educational centers are also operated in Cheboygan and Gaylord.

Just as change has created the need for this facilities master plan, future changes will also require a dynamic planning process. While this report makes recommendations to retain and enhance an attractive, serviceable physical environment that is responsive to the changing needs of North Central, it is not rigid or static. To be an effective consensus-building and decision-making tool, this facilities master plan should be seen as a “living” document, meant to be periodically evaluated and revised as new ideas and opportunities emerge. It will be reviewed annually with the authors to identify modifications and/or adjustments that arise.

Following your review of this document, feel free to share your thoughts and ideas with me or other members of the College leadership team. Working together, we can build an even better, more impactful North Central Michigan College in years to come.

Sincerely,

David Roland Finley, Ph.D.  
President

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# INTRODUCTION

## Master Plan Description

**OUR GOAL IS TO ESTABLISH A PLAN THAT EMBRACES AND ADVANCES NCMC, but also so much more...**

This document will address a five-year Master Plan for North Central Michigan College, and identify needs and directions for the college. The information will serve as a basis for the Michigan Capital Outlay Program and identify specific projects of priority for the College, the Region and the State of Michigan.

The Master Plan will further provide insight and ideas for beyond the typical five-year period. With new and increasing pressures at all levels of education, it is relevant to look beyond the five-year period and provide a flexible road map focusing on educating people of all ages. Emerging industries, innovation, technology, business structures, health-related professions and regional specific needs will demand this.

North Central Michigan College has charged the Cornerstone Team with providing this glimpse into the future, but credit should be given to the many staff, administrators, students, visitors, regional residents, businesses, governmental agencies, politicians and others who have provided their input in this process. Their collective experience, insight and desires for the success of our students is invaluable.

Many see this as an investment in the current and future success of the college, the region and the State.

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### MASTER PLAN TEAM MEMBERS

**Cornerstone Architects/Planners-Traverse City, Michigan**

Architecture and Planning

**VIRIDIS Design Group-Grand Rapids, Michigan**

Site Design and Planning

**Gosling Czubak-Traverse City, Michigan**

Civil/Site Design

**Peter Basso Associates-Troy, Michigan**

Mechanical/Electrical/Plumbing Design

**Spence Brothers-Traverse City, Michigan**

Costing/Construction Feasibility

**North Central Michigan College-Petoskey, Michigan**



North Central Michigan College Master Plan 2019

# NCMC Guiding Principles

## VISION

To be a dynamic organization committed to student learning, student success and community enrichment.

## MISSION

To provide educational, economic and cultural opportunities for student learning, personal growth and community improvement.

## CORE VALUES

### Student Learning and Student Success-

North Central creates an environment where people can learn and be successful. The college provides opportunities for people to acquire knowledge and new skills.

### Integrity-

North Central operates in ways that are honest, fair, respectful and responsible.

### Community and Educational Access-

North Central has a positive impact on students, their families and our communities by providing an affordable, open-door pathway to education and opportunity. North Central builds relationships among diverse people and organizations.

### Excellence-

North Central strives for the highest quality in its curricular and co-curricular offerings. The college utilizes ongoing assessment and evaluation methods to measure its progress and reach for continuous improvement.

### Stewardship-

North Central effectively manages its facilities and systems while maintaining a balanced budget.

### Community Engagement and Service-

North Central demonstrates a commitment to helping others on and off the campus and provides leadership in community development.

## STRATEGIC PRIORITIES

Based upon the College's, Vision, Mission and Core Values, the following strategic goals and priorities have been developed.

### Strategic Priority #1-

Learning Effectiveness and Student Success

**Strategic Goal One:** Academic Quality- Ensure quality instruction, academic support and student success.

**Strategic Goal Two:** Student Centered Services- Enhance student-centered services and processes.

### Strategic Priority #2-

Organizational Development and Stewardship

**Strategic Goal Three:** Ensures financial, physical, human, technological and educational resources are sustainably managed.

### Strategic Priority #3-

Community Engagement and Service

**Strategic Goal Four:** Community Partnerships- Optimize community partnerships and outreach.



# EXECUTIVE SUMMARY

## Executive Summary

### BACKGROUND / PURPOSE OF MASTER PLAN

State agencies, universities, and community colleges are required by 1999 PA 8 to annually submit a rolling, five-year capital outlay master plan to the Department of Technology, Management and Budget and the Joint Capital Outlay Subcommittee for review. Each plan must include prioritized, state-funded project requests and special maintenance needs, and an inventory of current facilities with a professional assessment of their respective conditions.

In accordance with identifying current assessment and future needs and goals of the College, a master plan is required to outline an implementable plan for North Central Michigan College. It is a necessary document. This document will provide information for the State of Michigan, the College and the region, and will include current conditions, current and projected enrollment, current and new educational programs, facility conditions, future needs and community involvement.

Requests to the State of Michigan for financial assistance will be supported by this Master Plan. This assistance is to be focused on facilities upgrades that directly benefit the student population and provide a supportive environment for advancing their education.

### PLANNING GOALS & AREAS OF FOCUS

#### Five Year Plan:

Existing Facilities Assessment

Prioritization of Needs

Justification of the needs as directly related to benefitting the students of North Central Michigan College (and subsequently benefitting the region, the State and beyond).

#### Ten Year Plan:

Establishing insight into emerging and growing careers, trends and demographic needs, and other factors impacting the need for a relevant and applicable education.

Prioritization of Needs:

- Renovation of Facilities
- New Facilities
- Site-related upgrades
- Sustainable upgrades
- Universal Accessibility
- Diversity

Justification of the needs will be directly related to benefitting the students of North Central Michigan College, justification of improving operational costs through facility improvements, and justification of the benefit to the region, the State, and beyond.

#### Fifteen Year+ Plan:

- State support for growth
- Community interaction, support and continued collaboration
- Adjustments to new trends in education
- Designed flexibility for facilities and campuses to assure relevancy in the educational world

STRATEGIC CONTEXT

“North Central Michigan College provides exceptional, accessible, and relevant higher education of and for the community.”

The context and suggested directives of the Master Plan are intended to align with the College’s Strategic Plan.

Both documents and initiatives seek to support: **E.A.R.**

- **Exceptional** Educational Opportunities
- **Accessible** Education Opportunities
- **Relevant** Higher Educational Opportunities

The basis of this context is emphasizing that North Central Michigan College is LISTENING to the stakeholders.

The students, the high schools, the regional businesses, the community residents and visitors, the government officials, the staff, and others.

The Master Plan will aid in addressing and supporting several strategic issues affecting higher education in the State of Michigan, and particularly North Central:

1. How do we respond to demographic projections of decreasing enrollment?
2. How do we develop “cutting-edge” academic and applied programs?
3. How do we maintain an attractive, sustainable environment for our Campus and our Community?
4. Is the organizational structure best suited to fit the needs of delivering education?
5. How do we create a greater sense of pride among NCMC’s students, employees, visitors and alumni?
6. Does North Central Michigan College have the resources to stay as we are, or do we need to prepare and adapt for the future?

PLANNING PROCESS

The Master Planning process performed by our team was quite in-depth. This was in an effort to fully identify the highest priorities and areas of need, but also to fully understand the perspectives of the many people who attend, work, visit and play at North Central Michigan College.

Several key procedures were employed by our team:

Campus visits, surveys, and observations of existing facilities and conditions.

Interviews of several user groups:

- Administration
- Staff
- Housing
- Students
- Facilities
- Area Stakeholders
  - Businesses
  - Residents
  - Visitors
- Environmental Organizations
- Government Officials

Documentation review:

- Historical Documents
- High School Enrollments
- Existing Facilities Documents
- Infrastructure Review

It should be noted that the Planning Team has committed to three visits (one per each of the next three years) to the campus for review and suggested adjustments as needed to the planning and implementation process.

RECOMMENDATIONS

**Identify and define solutions for observed areas of needed maintenance.**

- Recommended repairs and schedules/estimated costs for repairs.

**Identify and suggest solutions for necessary infrastructure upgrades:**

- Power
- Lighting
- Heating, Cooling, Ventilation needs
- Energy Sustainability

- Recommendations to reduce operating costs, increase comfort, and improve both the built and natural environment. Schedules, costs and cost benefits of improvements.

**Documenting current educational programs and enrollment to those programs.**

- Recommendations for utilization of or alterations to spaces to accommodate sizes of classes. Estimated costs of any alterations.

**Identify growing educational programs that require additional space.**

- Recommendations of renovations of existing space to accommodate or new additions. Identify schedules/estimated costs for repairs.

**Identifying emerging educational programs that require space.**

- Recommendations of renovations to existing space or new additions. Identify schedules/estimated costs for repairs.

**Identifying any real or perceived limitations of the facilities and suggested corrective measures to support the educational goals of the students.**

- Recommendations of renovations of existing space to accommodate or new additions. Identify schedules/estimated costs for repairs.

**Identifying barriers that limit accessibility to facilities due to topography and older limiting constructed environments.**

- Recommendations of renovations of existing space to accommodate or new additions. Identify schedules/estimated costs for repairs.

TIME SCHEDULES

Five-Year Schedule: Priorities

Ten-Year Schedule: Priorities

Fifteen-Year Schedule: Priorities

# HISTORY

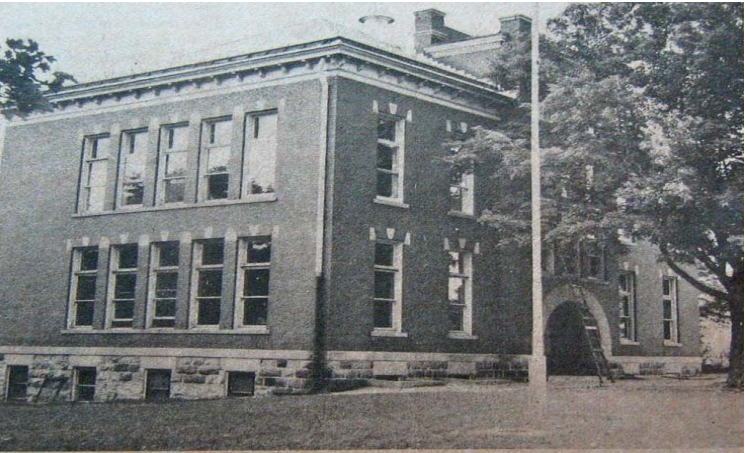


## North Central Michigan College

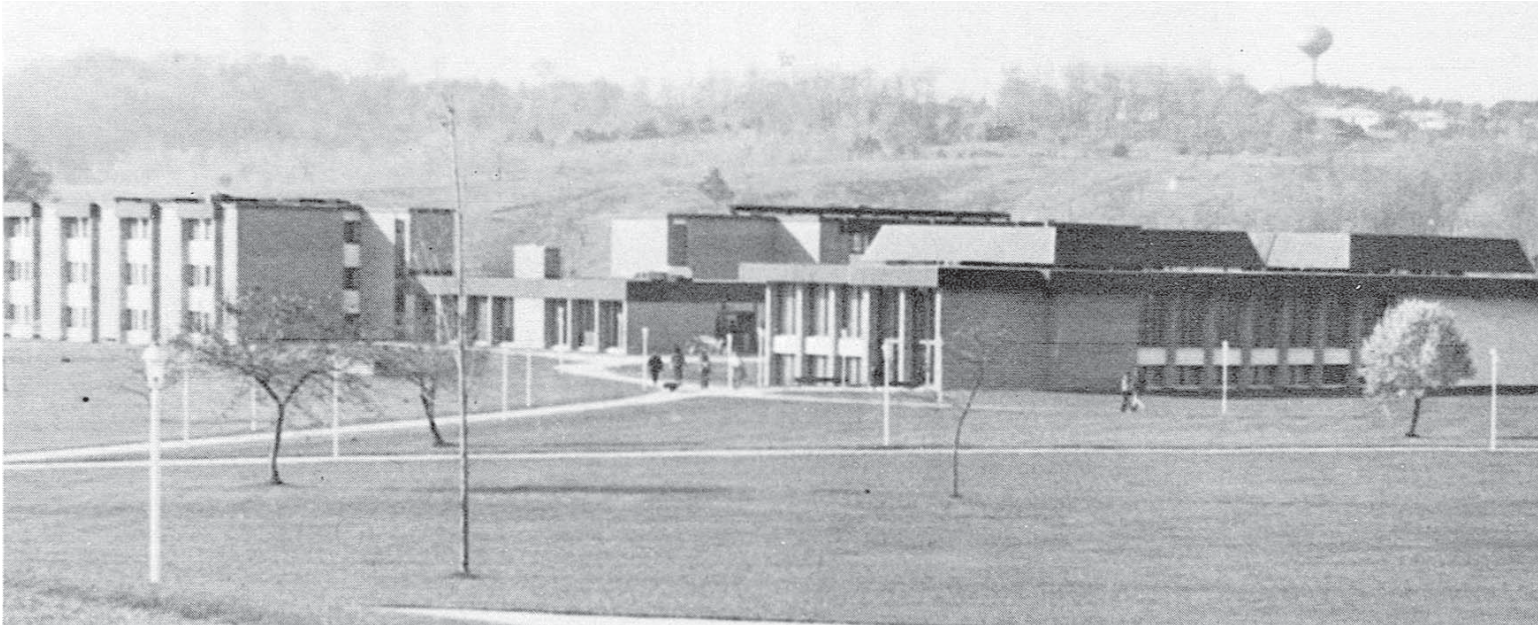
### HISTORY

North Central Michigan College was established in 1958 in Petoskey, Michigan, and was the twelfth public community college in the State. The first classes were held in the former Petoskey School’s Administration Building.

The current campus, located on Howard Street, was constructed in 1962 on an original site of approximately 10 acres. The first constructed facilities were completed in 1963 and included the initial Facilities Plant Building, an early library building and a chemistry building. An additional 120 acres of land was purchased to support the construction of the Administration/Classroom Building (1966), Residence Halls/Commons (1967), initial work on the Health and Science Building (1965), and the Iron Horse Cafe Building (1967). The original Student Center was built in 1967 with a major update and addition completed in 2001 at which point it became Student Services. The current Health Education and Science Center was created in 2012 with an addition to the existing science and chemistry buildings, which were also renovated. The current Library and Conference Center was completed in 1984 and renovated within the last five years. Current projects include an addition and renovation of the Administrative Building to accommodate Student Services, added classrooms and student study areas. The campus includes several acres of protected wetlands formerly known as the “Russian Swamp.” This area is used for sustainable design studies and includes nature trails.



North Central Michigan College Master Plan 2019



# USER (Stakeholder) GROUPS

## Stakeholder Group Feedback

### WORKING WITH USERS TO SHAPE THE FUTURE OF NORTH CENTRAL

The Team met with representation from thirteen different stakeholder groups inclusive of:

- Administration
- Staff
- Instructors
- Food Services
- Facilities
- Students
- Housing
- Recreational
- Area Business Leaders
- Government Officials (local and regional)
- University Center Representatives
- Area Residents
- Area Visitors

The intent was to fully engage as many people familiar with the campus, the operation, the facilities and other aspects of North Central Michigan College as possible. The input received was very beneficial, honest, and stated in the best interest of the College and the success of the student population.

Key noted items are as follows.

KEY ITEMS

CLASSROOMS & LEARNING SPACES:

1. Standardized and easy-to-use technology upgrades could benefit learning environment.
2. Classroom updates could help create positive learning environments. Positive feedback on the new addition to the Health Education and Science Center. (Note-the addition and renovations proposed for the Administration Building may address some of the areas of concern).
3. Additional study enclaves and group study areas would encourage students to continue learning on Campus. Create comfortable study areas conducive to current study methods in Library. The new Health & Science addition has included a comfortable, flexible study space.
4. An innovation/creative/maker space was desirable to students. This requires flexible spaces that can accommodate growth and a number of differing learning sub-environments.

HOUSING & FOOD SERVICE:

1. More attractive and modern housing is needed for students who select on campus housing. Suggestions for improvement include increasing natural light and ventilation, providing softer finishes, renovating bathrooms, and adding power outlets.
2. Student commons areas on each floor are suggested to include some limited kitchen facilities and seating/tables.
3. Student study areas are desired as a place to get away from the bedroom, and as a social area.
4. More housing options are desired, including apartment style.
5. Desire for more varied, healthy and professional quality food options.
6. Late night/off-hour options for food are needed. Local restaurants are only accessible by car, which many do not have. Many local options are also cost prohibitive for students.
7. Coffee shop options, with ready-to-eat/heat food are desired.

RECREATION:

1. Review campus gym facility fees to encourage more student use and be more competitive to other local options.
2. Consider how to accommodate use of athletic facilities by varied patrons including students and older community visitors.
3. Club sports offerings are desired: Tennis, Soccer, Skiing, Pickleball, Hockey, Swimming.
4. More options for outdoor activities are desired: Sand Volleyball, Basketball, Soccer, Frisbee.
5. Improve access to the former High School Football Field for additional recreational opportunities.
6. More scheduled events and participation are desired.
7. Transportation and incentives to community recreational amenities are desired, such as Ski Resorts, Sailing Classes, Climbing Wall.
8. For students who live on campus and do not have personal automobiles, transportation to off-campus locations is difficult.

CURRICULUM:

1. Successful programs at North Central Michigan College include Nursing, EMT, and Allied Health.
2. Strengthen Early Childhood Education program. Increase collaboration between high school and NCMC. Attendance has been lower for multiple reasons, including the thriving economy and competition with online universities.
3. Faculty, adjuncts, and university representatives identified the following programs and spaces that could be enhanced: improved science curriculum, maker space, business incubator, Corporate and Community Education Program, half credit 2-day classes, spaces for varying departments to come together.
4. Dual enrollment program with high school students is a success.
5. Desire for increased services in tutoring and student success advising.
6. Winter weather can impact attendance of students and professors.
7. A stronger link to 4-year colleges and universities is desired (University Centers).

COMMUNITY:

Due to the location of the campus remote from the downtown core, part of the community (primarily the summer residents) are not aware of North Central’s presence. Those who are aware of North Central find it to be a positive asset to the community. The school has sustained the community’s support, as millage requests pass regularly. The Economic Impact Survey developed by the W.E. Upjohn Institute assisted in illustrating the benefit of NCMC to Petoskey. The community is deeply engaged with the College for the campus recreational opportunities including fitness areas, pickleball and indoor running/walking tracks for the winter months.

The Sculpture Garden on campus is underutilized by the community and the college would like to increase utilization through providing more event-based space. The goal would be to engage the community by making visiting more attractive and by providing more opportunities for interaction with campus: Art Festivals, Food Festivals, Winter

Carnivals, Community vs. Students in pickleball tournaments.

The College would like to further strengthen community and area business ties to the College. This could include supporting and collaborating to hold seminars, lunch and learns, internships at area businesses (learn and earn) inclusive of the hospitality and resort industries, health care facilities, environmental agencies, the skilled trades/construction, agriculture, and others.

The community acknowledges the benefits of having several major institutions that bridge seasonal divides inclusive of the Hospital and the College.

With an aging population, health care and adult learners are growing population segments, but the quality of life and environmental offerings of the area should also target younger student demographics and “boomerangs” (those who leave the area to larger cities but come back to raise families).



# EXISTING FACILITY ANALYSIS



## Description of Existing Facilities

### EXISTING FACILITIES SERVE AS A BASE FOR THE FUTURE

The existing facility analysis assists in identifying both the successes and failures of the built environment. In order to elevate North Central in its best capacity, a deep understanding of where the school stands today has to be achieved. Once all site and building information is collected, it is considered and cross-checked against user group feedback and North Central’s mission statement. The information distilled from these exercises establishes the base and guiding principles for the master plan.

This analysis distills information about the site and buildings on North Central’s Main Campus and Satellite Campuses. Site information encompasses campus parking, natural areas, sports fields, wayfinding, infrastructure, and topography. All buildings on campus are considered and analyzed through both a practical and aesthetic lens. Building usage, condition, location, access and performance are all considered for each structure.

Through this analysis, critical information about the built environment is gathered which, in turn, informs what suggestions can be made to best achieve the goals of North Central Michigan College.

### SITE: CAMPUS PARKING

On-site parking is dispersed into seven numbered parking areas that surround the campus buildings. The largest parking lot is located on the northern edge of the site and runs east to west along Atkins Road. This expansive parking lot is sub-divided into two lots. The eastern section is labeled Parking Lot #1 and the western section is labeled Lot #2. Both parking lots can be accessed through the Campus Main Entrance off Howard Street. In addition, Parking Lot #1 can be accessed from the existing section of the ring road that branches off of Atkins.

Parking Lot #1 is used by administration, faculty and students but is reportedly never full. The eastern section of Parking Lot #1 is used as parking for ball games and tournaments at Bates Park during the spring and summer. The western section of Lot #2 is rarely utilized for parking; instead, its primary use is for Commercial Driver's License training.

Parking Lot #3 is small and is located just east of the Administration/Classroom Building. The parking spots are double loaded along a driving loop that stems from the main campus road. The parking lot features drop-off/ pick-up and accessible parking for both the Admin/ Classroom building and Library.

Parking Lot #4 is located off Howard Street, west of the Library/Conference Building. This parking lot is primarily used for access to the Library and Conference Center. This results in students and guests approaching the building from its service side. Just to the south of Parking lot 4 is Parking Lot #5. The Primary users are the students who live at the Residence Hall. The parking lot features a single access point from Howard.

Parking Lot #6 is a large lot that spans east to west along the south side of campus. The western section is used by the patrons of the SCRC and the eastern section is used by both nursing students (HESC) and the natural area users. The Trailhead for the natural area is located in the Southeast corner of this parking lot.

Parking Lot #7 is located on the east side of campus and is adjacent to both the Technology Building and Health Education and Science Center. This parking lot is private and only used by faculty and staff.

### SITE: NATURAL AREAS

North Central Michigan College dedicates 195 acres of its land to Natural Areas. The expansive natural area is located east and south-east of the Main Campus. The Bear River serves as the border to the south, farmland to the east, and woodland to the west. By and large, the land remains wild. The area offers three different looped

trails that extend for miles and are integrated into the North Country Trail. The trailhead is located near the Student and Community Resource Center and is accessed from the south-east corner of Parking Lot #6. Features of the Natural Area include a pond, the Bear River, and a grassy meadow. North Central has dedicated this land to help students learn about the local ecosystem as well as provide space for wildlife and the community. This area is frequently used for bird watching, snowshoeing and hiking.

In addition to the large natural area, a storm water wetland is reserved to assist in filtering campus runoff before it enters the Bear River. The stormwater from the site is funneled into a series of reservoirs at the southwest corner of the Student and Community Resource Center. The sediment forebay cleans the water before discharging into the main wetland pond. The water is filtered once again by a natural wetland before it

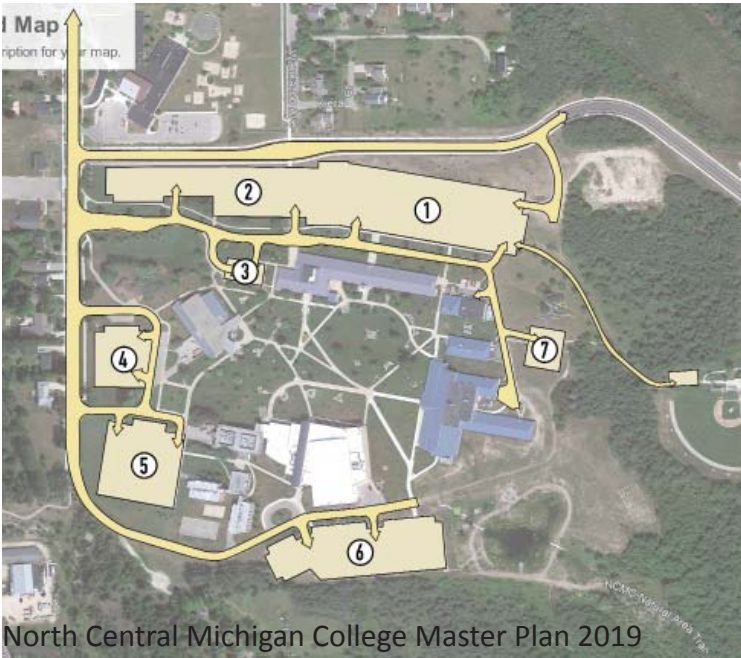
### SITE: SPORTS FIELDS

North Central owns Bates Park, a sports field that is set into a wooded area east of the Main Campus. The college leases the park to the City of Petoskey. The park includes two baseball fields and a softball field. The fields are used for Little League baseball and youth and adult league softball games, tournaments and practice.

Occasionally, the fields are used for physical education classes at North Central. The park amenities include a concession stand, score booth, restrooms, drinking fountain, storage garage, and a fenced-in batting cage. Bates Park has limited vehicular access and has a total of eight parking spots, three of which are accessible. Bates Park can be accessed from the East side of Lot #1 or from Atkins Road. The main parking for the Park occurs on the East side of Parking Lot #1. The path from Parking Lot #1 is paved and is shared by vehicles accessing the parking spots near the field. Access from Atkins Road is paved and limited to pedestrians only.

### SITE: WAYFINDING

The wayfinding system for NCMC consists of a combination of maps and acronyms. The buildings are named for their function and are labeled by their acronym. There is a large map at the entry of the college with a space to pull off to the side and gather information. The buildings and parking lots are labeled with signage. Inside the buildings, labeled floorplans are provided near common entries and signage is used to demarcate rooms.



SITE: INFRASTRUCTURE

Stormwater: North Central has implemented a Stormwater Wetland that is west of Lot #6. The site stormwater is directed through a series of filtering reservoirs before landing in the Bear River. Not only does this protect our freshwater resources from contaminants, but it also helps to prevent flooding by slowing the flow of water before arriving at the Bear River.

Sanitary: The Residence Hall has installed a small-scale waste-water treatment unit from Sludgehammer. The system pre-cleans sewage on-site which assists in reducing the load on the municipal water treatment facility.

Please refer to Appendix A for mechanical and electrical Facilities Condition Assessments for additional detail on existing and proposed improvements.

SITE: TOPOGRAPHY

North Central’s Main Campus is located on the back slope of a large hill that slopes from NE to SW. The site experiences a 47’ slope from Atkins Road to the Natural Area to the south. The elevation is 765’ at the north side of site where campus meets Atkins Road. At the south end of the site in the Natural Area, the elevation gets as low as 718’. South-west of the main campus, a ridge drops over 60 feet to the Bear River.

Within the campus is a relatively consistent slope from the Library and Admin/Classroom Buildings down to the Student and Community Resource Center. This results in a great view looking from the space in between the Library and the Admin/Classroom Building down over Harris Gardens.

The site topography poses accessibility issues throughout the campus. The many elevation changes from one building to the next are often only accommodated by stairs. This makes navigating campus difficult for people with limited mobility. Nearby parking lots with accessible parking are often the only way to access buildings without navigating stairs. While posing many issues for circulation, this also renders the Harris Gardens inaccessible for a group of people.





North Central Michigan College Master Plan 2019

# Administration / Classroom Building ADCL



## BUILDING SUMMARY

The Administration/Classroom Building was built in 1966. It is 60,000 square feet and contains classrooms, laboratories and office spaces. The building is located on the north side of campus and is east of the Library and west of the Heating Plant.

According to R.A. Schettler’s November 2017 report, the condition of the building is listed as “good” and has a replacement value of \$13,977,800 (\$233/SF). Adjacent parking is available just north of the building at Parking Lot 1.

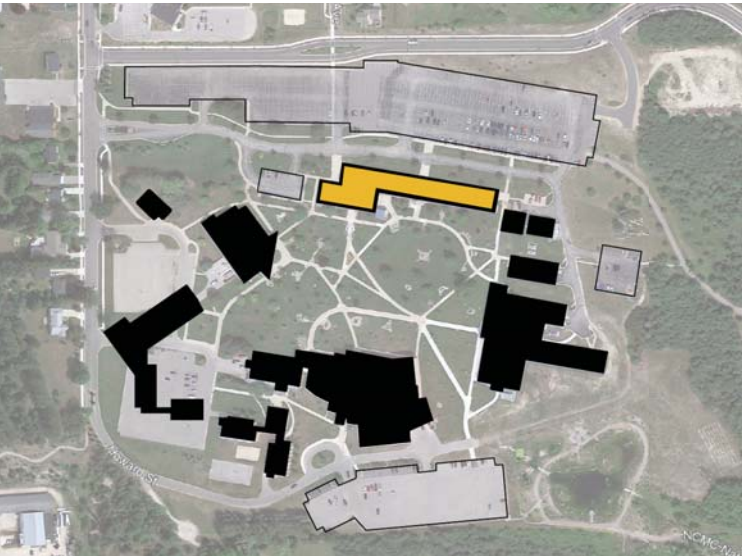
The Administration/Classroom Building is currently undergoing renovation that is planned to include a state-of-the-art computer lab, four new classrooms, and address maintenance throughout. The goal is to create a “one-stop-shop” for students by providing all student services in one location.

## DESCRIPTION

**Use:** Classrooms & Offices  
**Constructed:** 1966  
**Building Area:** 60,000 s.f.

## BUILDING USAGE

<b>Classrooms:</b>	14,685 sf
<b>Laboratories:</b>	5,917 sf
<b>Office Areas:</b>	10,896 sf
<b>Special Use Facilities:</b>	199 sf
<b>General Use Facilities:</b>	920 sf
<b>Support Services Facilities:</b>	327 sf
<b>Unclassified Facilities:</b>	357 sf
<b>Total Net Area:</b>	<b>33,301 sf</b>
<b>Gross Area:</b>	<b>60,000 sf</b>
<b>Net to Gross Ratio:</b>	<b>1.80</b>



## Heating Plant



### BUILDING SUMMARY

The Heating Plant was built in 1962. The building is a total of 2,458 square feet and consists of a small office space and service support space. The building is on the North side of campus and is located east of the Administration/Classroom Building and west of the Maintenance Building.

The 2017 R.A. Schettler report lists the condition of the building as “good” and has a replacement value of \$1,459,000 (\$594/SF). Nearby parking can be found to the north of the building in Parking Lot #1.

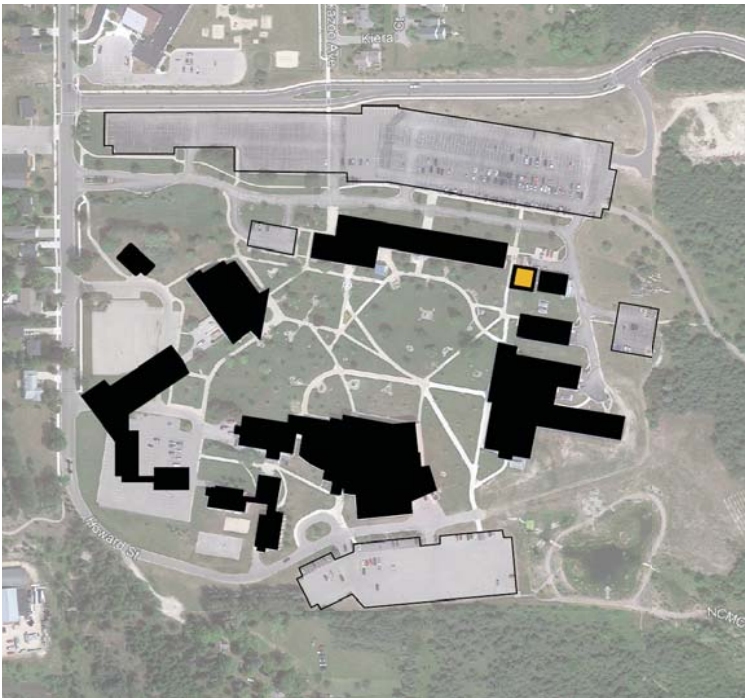
The heating plant is connected to tunnels that distribute mechanical services to multiple buildings. Monitoring of Heating Plant sustainability and efficiency is recommended. Many of the systems within the building are outdated and need updating.

### DESCRIPTION

**Primary Use:** Mechanical  
**Constructed:** 1962  
**Building Area:** 2,458 sf

### BUILDING USAGE

<b>Office Areas:</b>	340 sf
<b>Support Services:</b>	560 sf
<b>Total Net Area:</b>	900 sf
<b>Gross Area:</b>	2,458 sf
<b>Net to Gross Ratio:</b>	2.73



## Maintenance Building



### BUILDING SUMMARY

The Maintenance Building was constructed in 1973. The building is a total of 3,500 square feet and contains three garage stalls that are used for maintenance vehicles and tasks. In addition to the garage, the building contains two restrooms and a small storage space. The building is on the north side of campus and is east of the Heating Plant.

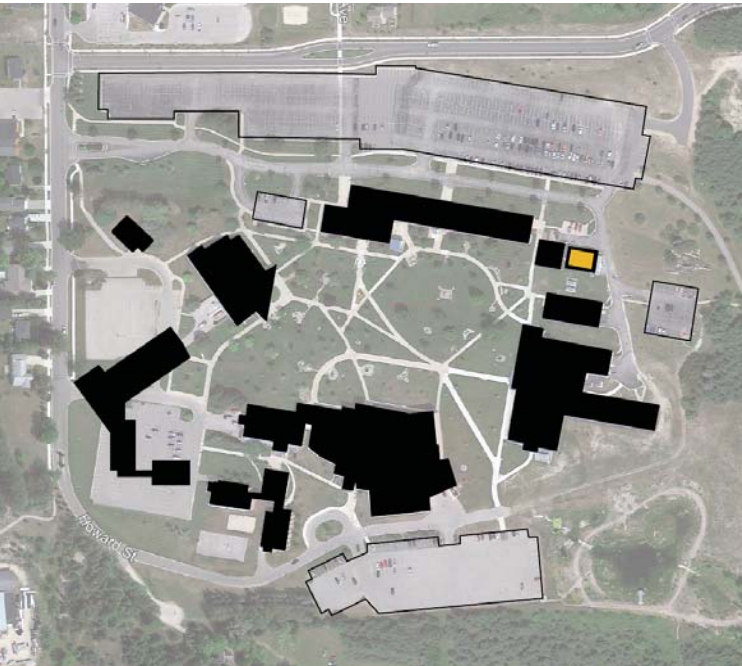
The 2017 R.A. Schettler report lists the building as “good” and has a replacement value of \$575,800 (\$165/SF).

### DESCRIPTION

**Primary Use:** Maintenance  
**Constructed:** 1973  
**Building Area:** 3,500 sf

### BUILDING USAGE

<b>Office Areas:</b>	288 sf
<b>General Use Facilities:</b>	331 sf
<b>Support Services Facilities:</b>	2,699 sf
<b>Total Net Area:</b>	3,318 sf
<b>Gross Area:</b>	3,500 sf
<b>Net to Gross Ratio:</b>	1.05





North Central Michigan College Master Plan 2019

## Technology Building



### BUILDING SUMMARY

The Technology Building was built in 1962 and renovated in 2002. The building is a total of 6,022 square feet and contains classrooms, laboratories, and support spaces. The building is on the east side of campus and is located south of the Maintenance Building and north of the Health Education and Science Center.

According to R.A. Schettler’s November 2017 report, the condition of the building is listed as “good” and has a replacement value of \$1,519,700 (\$252/SF). Parking can be found to the east in Lot #7 or to the north in Lot #1.

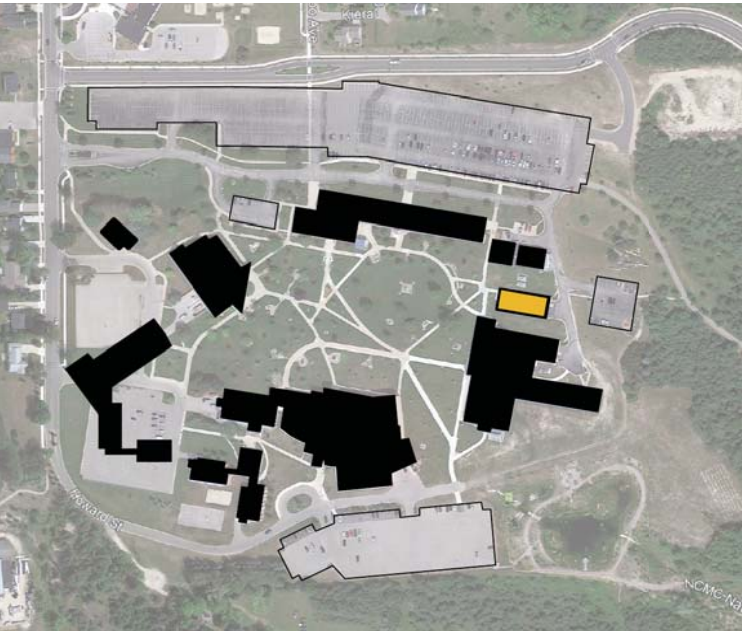
The Technology Building is in service to drafting technologies and the manufacturing programs. The spaces are divided into computer labs and classrooms. The building is outdated and is in need of renovation. The ceilings are low, bathrooms are small and cold, classrooms are small, and there is very little space for collaboration. The programs here have outgrown the building and now have a mobile classroom in addition to the building. When the mobile classroom is on campus, it is parked near the Maintenance Building and temporarily connected to utilities.

### DESCRIPTION

**Primary Use:** Classrooms  
**Constructed:** 1962, 2002  
**Building Area:** 6,022 sf

### BUILDING USAGE

<b>Classrooms:</b>	2,148 sf
<b>Laboratories:</b>	1,120 sf
<b>Office Areas:</b>	380 sf
<b>Unclassified Facilities:</b>	668 sf
<b>Total Net Area:</b>	4,316 sf
<b>Gross Area:</b>	6,022 sf
<b>Net to Gross Ratio:</b>	1.40





## Health Education and Science Center

### HESC



#### BUILDING SUMMARY

The Health Education and Science Center (HESC) was created in 2012. At that time, the existing chemistry and science buildings, both built in 1962, were renovated and incorporated together, along with an addition, to create the new HESC building. The building is a total of 43,331 square feet and consists of classrooms, laboratories, offices, general space and support spaces. The building is on the East side of campus and is south of the Technology building and east of the Student and Community Resource Center (SCRC).

The 2017 R.A. Schettler report lists the building as “good” and has a replacement value of \$11,537,100 (\$266/SF). Parking can be found to the northeast in Lot #7, north in Lot #1, or to the south-west in Lot #6.

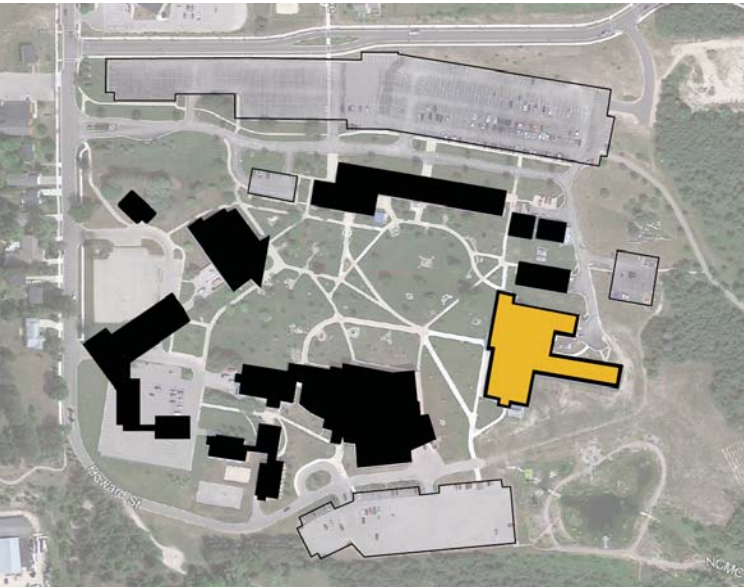
The Health Education and Science Center consists of classrooms, labs, faculty offices and an attached greenhouse. These spaces are in service of biology, chemistry, science, physics, astronomy, nursing, and allied health. The building functions well.

#### DESCRIPTION

**Use:** Labs & Classrooms  
**Constructed:** 1962, 2012  
**Building Area:** 43,331 sf

#### BUILDING USAGE

<b>Classrooms:</b>	4,550 sf
<b>Laboratories:</b>	16,437 sf
<b>Office Areas:</b>	3,746 sf
<b>Special Use Facilities:</b>	762 sf
<b>General Use Facilities:</b>	1,557 sf
<b>Total Net Area:</b>	27, 052 sf
<b>Gross Area:</b>	43,331 sf
<b>Net to Gross Ratio:</b>	1.48





## Student and Community Resource Center SCRC



### BUILDING SUMMARY

The Student and Community Resource Center was built in 2002 and is connected to the original 1967 Student Center (current Student Services space and Cafeteria). The building is 74,000 square feet and consists of a gymnasium, walking track, multipurpose space, classrooms, offices and support services. The building is sited on the south side of campus and is west of the Health Education and Science Center. The Student and Community Resource Center is connected to the Student Center Cafeteria building on the east.

The 2017 R.A. Schettler report lists the building condition as “excellent” and has a replacement value of \$23,419,600 (\$316/SF). Nearby parking is found in Lot #6.

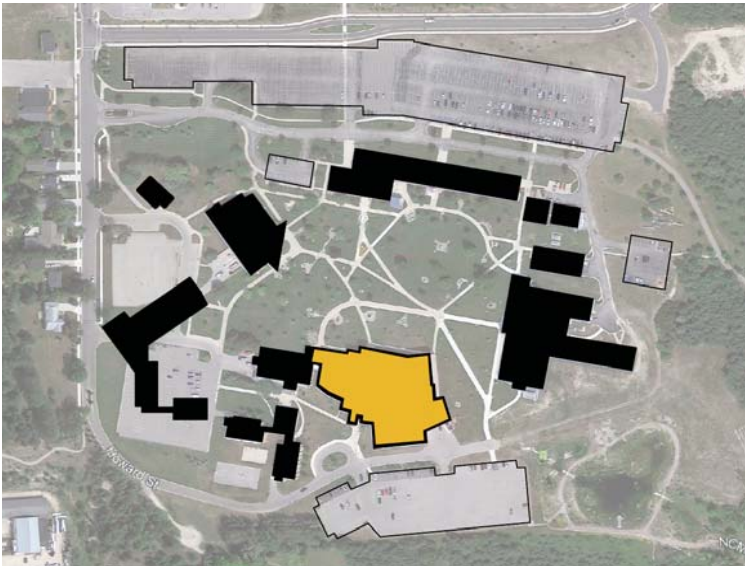
The Student and Community Resource Center consists of a multipurpose gymnasium, computer labs, tutoring center, assessment and testing center, study areas, and the bookstore. These spaces currently act as the primary hub for students and the community. The building has some design features that result in wasted space. The space is primarily used by the community with plans to increase student use. The usage has outgrown the space available.

### DESCRIPTION

**Primary Use:** Multipurpose  
**Constructed:** 1967  
**Building Area:** 74,000 sf

### BUILDING USAGE

<b>Classrooms:</b>	2,970 sf
<b>Office Areas:</b>	3,140 sf
<b>Special Use Facilities:</b>	3,113 sf
<b>General Use Facilities:</b>	33,929 sf
<b>Support Services Facilities:</b>	2,226 sf
<b>Total Net Area:</b>	45,378 sf
<b>Gross Area:</b>	74,000 sf
<b>Net to Gross Ratio:</b>	1.63





## Residence Hall



### BUILDING SUMMARY

The Residence Hall was built in 1967. The building is 43,818 square feet and consists of residential facilities, offices, study facilities and general use facilities. The Residence Hall is located on the south of campus and is south-west of the Student and Community Resource Center.

The 2017 R.A. Schettler report lists the building as “good” and has a replacement value of \$8,030,900 (\$183/SF). Parking for the Residence Hall is located at the adjacent Lot #5.

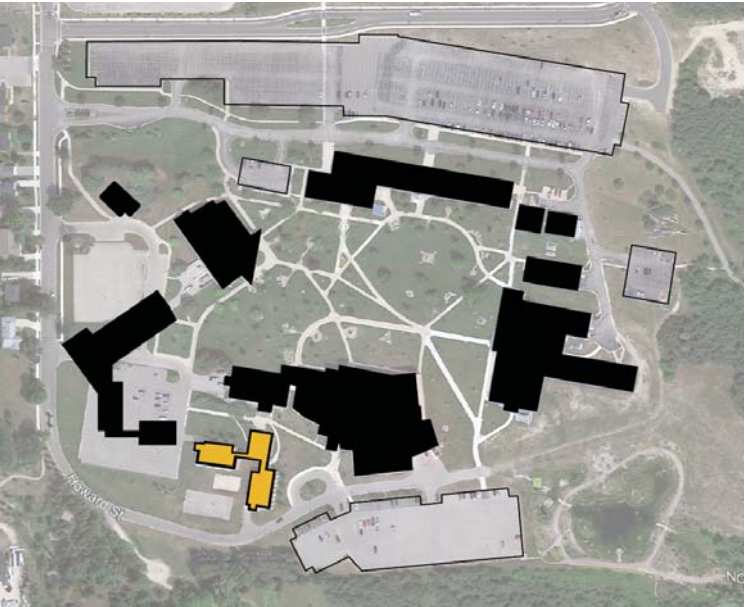
The Residence Hall can house 148 students. Spaces consist of residences, shared lobby, and shared kitchenettes. The Residence Hall is connected to the Student Center Cafeteria. Ping pong tables and pool tables are available for the residents. In Spring 2018, approximately 80 students lived in the dorms. The building needs general updates as well as HVAC updates so that it can be more thermally comfortable for occupants (operable windows and air conditioning). Despite the high cost of off-campus living, most students commute to campus instead of living in the dorms.

### DESCRIPTION

**Primary Use:** Student Housing  
**Constructed:** 1967  
**Building Area:** 43,818 sf

### BUILDING USAGE

<b>Office Areas:</b>	1,266 sf
<b>Study Facilities:</b>	1,067 sf
<b>General Use Facilities:</b>	681 sf
<b>Residential Facilities:</b>	25,332 sf
<b>Total Net Area:</b>	28,346 sf
<b>Gross Area:</b>	43,818 sf
<b>Net to Gross Ratio:</b>	1.55



North Central Michigan College Master Plan 2019



# Student Center Cafeteria

## IRON HORSE CAFE



### BUILDING SUMMARY

The Student Center Cafeteria was constructed in 1967. The building is 20,000 square feet consisting of general use facilities and office areas. The building is sited on the south side of campus and is connected on to the Student and Community Resource Center on the east. Nearby parking is found on Lot #5.

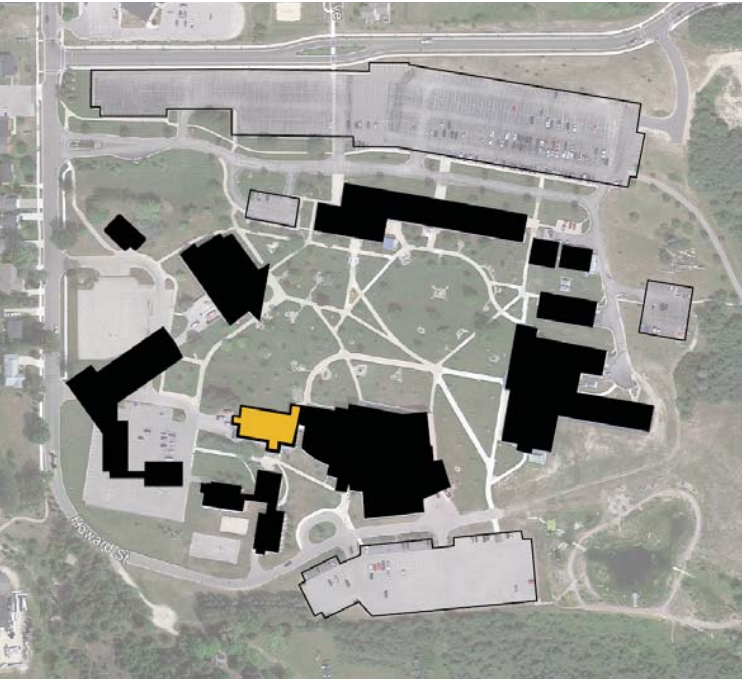
The Cafeteria is located on the second floor and student services are located below. Food is available for students, faculty, staff and guests throughout the school year. Admissions, financial aid, registration, counseling and student records are all housed on the first level. In the building's current state, the ventilation is poor and odors transmit from the second-floor kitchen. In addition, the loading dock is located near the air intake, leading to exhaust fumes entering the building.

### DESCRIPTION

**Primary Use:** Food Service  
**Constructed:** 1967  
**Building Area:** 20,000 sf

### BUILDING USAGE

<b>Office Areas:</b>	4,081 sf
<b>General Use Facilities:</b>	8,487 sf
<b>Total Net Area:</b>	12,568 sf
<b>Gross Area:</b>	20,000 sf
<b>Net to Gross Ratio:</b>	1.59





Library / Conference Center



BUILDING SUMMARY

The Library and Conference Center was constructed in 1984. The building is 21,875 square feet and consists of student facilities, general use facilities, special use facilities and office areas. The building envelope, HVAC and infrastructure were recently updated. The Library & Conference Center is located on the north-west side of campus and is north-west of the Student and Community Resource Center.

The 2017 R.A. Schettler report lists the building as “good” and has a replacement value of \$5,963,700 (\$272/SF). Parking for the Library and Conference Center is located in the adjacent Lot #4.

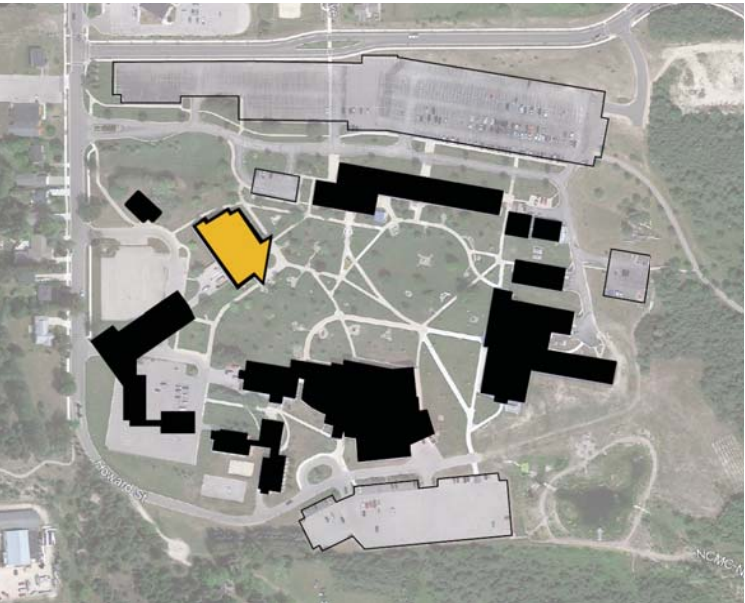
The Library provides many services for the student body and community. It contains traditional and progressive resources for reference, including books, magazines, US government documents, electronic journals, and online databases. Meeting rooms are also provided for student use. The Library could increase usage and student study opportunities by updating furniture, providing varied and comfortable study spaces and by providing more collaborative spaces. User group feedback included comments that students would like to be allowed to create an acceptable level of noise while engaging in group study and be able to consume food in the building while studying. The rear entrance to the building is located off the parking lot and could be made more inviting as it serves as the main entrance to the building.

DESCRIPTION

Primary Use: Library  
Constructed: 1984  
Building Area: 21,875 sf

BUILDING USAGE

Office Areas:	436 sf
Study Facilities:	11,906 sf
Special Use Facilities:	805 sf
General Use Facilities:	4,913 sf
Total Net Area:	18,060 sf
Gross Area:	21,875 sf
Net to Gross Ratio:	1.21



North Central Michigan College Master Plan 2019

Early Child Education Building



BUILDING SUMMARY

The Early Child Education Building was constructed in the 1940s. The building is 3,800 square feet and consists of support service facilities, laboratories and office area. The Early Child Education Building is located on the north-west side of campus and is north-west of the Library and Conference Center.

The 2017 R.A. Schettler report lists the building as “good” and has a replacement value of \$537,000 (\$141/SF). Parking for the Early Child Education Building is located either in the driveway or Lot #4.

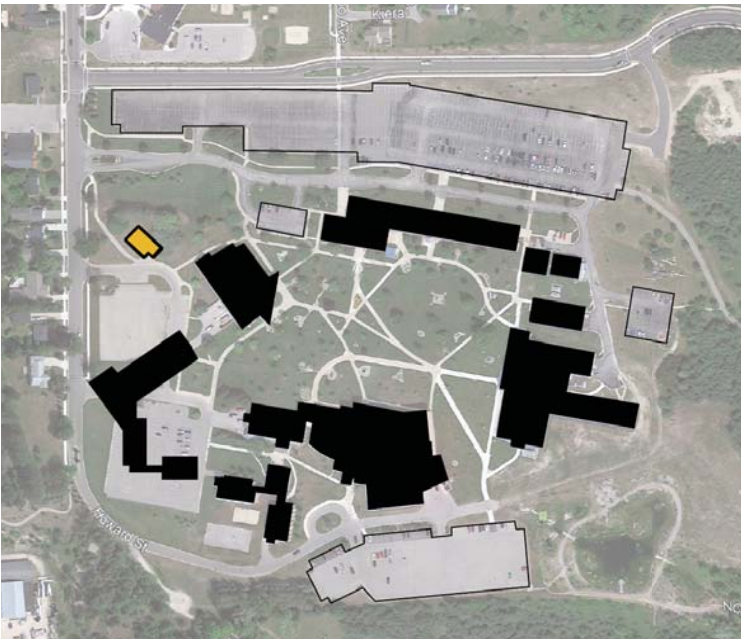
The Early Child Education building is a converted residence that consists of one classroom that had been used exclusively for the Early Child Education Program. The basement and garage are used for storage.

DESCRIPTION

Use: Classroom & Storage  
Constructed: 1940's  
Building Area: 3,800 sf

BUILDING USAGE

Laboratories: 1,036 sf  
Office Areas: 77 sf  
Support Services Facilities: 1,230 sf  
Total Net Area: 2,343 sf  
Gross Area: 3,800 sf  
Net to Gross Ratio: 1.62



Satellite Campus Facilities  
GAYLORD AND CHEBOYGAN



GAYLORD

The North Central Michigan College Center in Gaylord is located adjacent to the South Maple Elementary School (620 E 5th Street). Associate of Arts and the Certificate of Medical Billing and Coding are both available at the Gaylord location. The building contains five classrooms including a science lab and a student lounge.



CHEBOYGAN

North Central offers classes in downtown Cheboygan at The Straights Area Education Center (504 Division St.). Both Associate of Arts and Associate of Applied Science Business Management are offered at this location. In addition, classes in criminal justice, computers and pre-nursing are also offered. The building features seven classrooms including a science lab, computer lab, and a student lounge.



## Routine Maintenance

Buildings and their systems require regular inspection and maintenance to operate at peak performance. Routine maintenance contributes to the aesthetics, longevity, and safety of the campus. Protecting the buildings from the elements, especially water, will help prolong their useful life.

A calendar of routine inspection dates should be established at least annually to thoroughly inspect buildings for signs of wear, damage, and water infiltration. Review Operations and Maintenance manuals for additional inspection and maintenance requirements, as some systems may require more frequent attention to maintain warranties.

Particular consideration should be paid to roofs, windows, foundations, masonry joints, and other points of potential water infiltration. Review egress paths for code compliance and proper functioning of components. Operate mechanical /electrical / plumbing and vertical conveyance systems that may not be used regularly to test for proper operation.



### SITE

#### Parking Lots/Asphalt Paving

Remove vegetation growing through cracks in the asphalt and re-surface as needed. Monitor for signs of ponding water and regrade as necessary.

#### Concrete Sidewalks/Stairs

Route and seal cracks that remain in plane. Where slabs have shifted or heaved, removed damaged sections to the nearest control joint and recast. Monitor for signs of ponding water and regrade as necessary. Consider creating new walk-ways where grass is worn, indicating locations of frequent travel. Replace damaged or missing sealant at joints between sidewalks and buildings.

#### Athletic Fields/Courts

Maintain surfaces in sound condition, removing vegetation from non-grass surfaces. Recoat as necessary (see asphalt and concrete sections). Review fixed equipment (posts, nets, goals, bases, etc.) and repair or replace components as needed.

Masonry and Concrete Retaining and Screen Walls  
Remove loose mortar and repoint loose or open joints with mortar to match adjacent in composition, color,

texture, and profile. Selectively remove and replace missing, spalled, or cracked masonry units with new to match existing. Maintain copings and flashing in sound condition - replacing damaged components with new to match existing. Seal skyward facing joints in copings. Patch or replace spalling concrete. Route and seal cracks. Reconstruct walls that are collapsing or out of plumb, providing foundations and reinforcing as designed by a structural engineer.

#### Dumpster Enclosures

Maintain gates in working order. Replace damaged screening elements as needed.

#### Landscaping

Provide regular professional landscape care (weeding, watering, pruning, removal and replanting of failing plant material). Provide proper diversion of storm water to avoid erosion. Consider installing gravel maintenance strips below eaves that do not have gutters.

#### Lighting

Replace inoperable bulbs/fixtures, and repair or replace damaged posts.





## Routine Maintenance



**Metal** - (Lintels, soffits, metal siding, louvers, handrails, bollards)  
Maintain coating on metal, touch up areas that are scratched or peeling. Where corrosion has occurred, remove rust, prime with rust inhibitive primer and repaint. Components that have lost significant amount of material due to corrosion should be replaced.

**Roofs**  
Patch holes and replace damaged or missing components. Monitor areas of ponding. Review installation dates and create a schedule for roof replacement based on life expectancy of each roofing type. Consider applying restoration coatings to membrane roofs as appropriate to lengthen life span between replacements.

**Gutters/Downspouts**  
Regularly inspect and remove debris to ensure water is being promptly drained and directed away from building walls and foundations. Repair damaged components. Clean staining from masonry resulting from prolonged exposure to water run-off. During or after heavy rain events, monitor overflow drain scuppers for drainage indicating blockage at roof drains.

**Doors and Windows**  
Replace damaged or missing sealant at perimeters. Replace windows with failed insulating glass units. Repaint or replace corroded metal doors and frames (see section on metal above). Maintain thresholds, weatherstripping gaskets, door hoods and sweeps in good condition, replacing components as needed.

**Wood**  
Maintain coating/finish on wood, touch up areas that are failing. Replace deteriorated components in-kind and refinish to match adjacent. Where a significant loss of finish has occurred, re-finish entire surface to nearest interior corner.

**Interior Finishes**  
Replace damaged components in-kind. Create a schedule for regular replacement of finishes as they reach the end of their life cycle.

### BUILDINGS

**General**  
Keep vegetation near buildings trimmed, and prevent vines from climbing walls. Deter pests (birds, rodents, insects) from accessing buildings and nesting.

**Masonry**  
Remove loose mortar and repoint loose or open joints with mortar to match adjacent in composition, color, texture, and profile. Selectively remove and replace missing, spalled, or cracked masonry units with new to match existing. Replace missing or damaged sealant in control joints with new to match adjacent. Clean areas of staining from water run-off or at penetrations.

**Plaster Veneer Systems** - (Parging, Stucco, EIFS)  
Maintain coating in sound condition. Where delaminated from substrate, remove loose material, and patch coating to match adjacent and repaint. Promptly remove snow and minimize use of salts or harsh chemicals for snow melt adjacent to walls, and maintain copings, flashings, and gutters/downspouts to divert water away from coated surfaces. Replace damaged trim components with a composite material.





1



3



5



7



9



2



4



6



8



10

## Maintenance

### Building Inventory

1. Heating Plant
2. Maintenance Building
3. Technology Building
4. Health Education and Science Center
5. Student and Community Resource Center
6. Student Residence Hall
7. Student Center (commons)
8. Library
9. Early Childhood Education Building
10. Administration/Classroom Building

### BUILDINGS

#### THE HEATING PLANT:

The Heating Plant building has been maintained and is in good condition. Routine maintenance and observation, specifically at roof penetrations, should be done on a regular basis.

Specific Needs: Door/frame repair-replacement, touch up painting at steel rails and trim, and some brick tuck-pointing.

#### THE MAINTENANCE BUILDING:

The Maintenance building has been maintained and is in good condition. Routine maintenance and observation, specifically at overhead doors and flat roofing areas, should be done to maintain weather resistance.

Specific Needs: HM Door/frame repair-replacement, touch up painting at metal and trim, and some brick tuck-pointing. Observation of any flat roof areas should be done on a quarterly basis.

#### THE TECHNOLOGY BUILDING:

The Technology building has been maintained and is in good condition. Routine maintenance and observation should be done to maintain its condition. Watch roof transitions; valleys, etc.

Renovation of existing restrooms is a high priority. Specific Needs: HM Door/frame repair-replacement, touch up painting at metal and trim, and some brick tuck-pointing.

#### THE HEALTH EDUCATION AND SCIENCE CENTER:

As a newer structure, this building is in excellent condition. General observations for any water infiltration

and general wear and tear should be done to keep the condition in top shape. This building attracts wind, so any related damage should be corrected, if it occurs.

#### THE STUDENT AND COMMUNITY RESOURCE CENTER:

At the time of observation, this building needed several areas of specific attention.

Roof storm water management with clean gutter and downspouts to prevent water from running down the block and brick. Sanding and sealing exterior wood elements at the main canopy spine is needed.

Roof leaks appear to be staining ceilings in the office area. The interior spiral duct work has paint peeling and needs to be completely refinished or left with a raw finish.

#### STUDENT HOUSING-RESIDENCE HALL:

The exterior requires some brick tuck pointing, repair/replacement of exterior stucco-type finishes at windows, and window replacement. Exterior caulking/sealing should be done. Interiors could use cosmetic upgrades through-out. Particular observation of flat roof areas should be done on a quarterly basis.

#### STUDENT CENTER (COMMONS):

Similar to the Residence Hall, with tuck pointing specifically needed at the fireplace area.

#### THE LIBRARY:

This building was renovated within the last 5 years and is in good over-all condition. Routine maintenance and observation, specifically at roof penetrations, should be done on a regular basis.

#### THE EARLY CHILDHOOD EDUCATION BUILDING:

As one of the older buildings on campus, this structure may not offer the best opportunities for the intended program. Collaboration with the Public Schools of Petoskey may be an option. The proposed master plan call for this building to be removed.

#### THE ADMINISTRATION/CLASSROOM BUILDING:

This structure is currently planned for renovation and an addition. Maintenance review may be pre-mature based on planned work. We suggest the Planning team re-visit this facility in 2022 or when reconstruction is complete.



# DEMOGRAPHICS ENROLLMENT PROJECTIONS

## Demographics / Enrollment / Projections

### ESTABLISHING NORTH CENTRAL'S INFLUENCE AND DETERMINING A PLAN FOR GROWTH

With projections for enrollment in K-12 schools showing a decline for the next ten years, it is of utmost importance for NCMC to make all area graduating high school seniors aware of the educational opportunities available to them.

The need to promote educational relevancy to the student is of high priority. Offering studies that allow for likely employment after a two year program, or offer course credits towards a four (or more) year degree at another institution.

The adult learner and returning student are areas where growth may be possible and should be explored. With many professions requiring continuing education credits, this may be an attractive offering for NCMC. Developing facilities that can accommodate continuing education and lifetime learning will be important to the future of NCMC.

#### Certifications:

Most certificate programs require 30 credit hours and can be completed with two semesters of full-time study. Many certificates follow a prescribed sequence that starts in the fall semester and is completed at the end of the winter semester. It is very important that students work with an advisor, due to requirements of each individual course of study. A certificate is not the same as a licensing exam or certification awarded by a national or regional accrediting association, although some programs prepare students to take licensing exams or participate in certification processes.

#### NCMC Promise:

The creation of a free or subsidized tuition available to all graduating seniors in the five county area should be investigated. Along with this, making all aware (advertise) of this program to potential students may also play a role in strengthening enrollment.

ENROLLMENT

Enrollment has stabilized to around 40,000 credit hours per year after peaking at 56,340 in 2010. In Fall 2018 semester, 2,329 students were enrolled for 17,647 credit hours (Average of 7.6 credit hours/student). Enrollment has decreased slightly from 2017.

More changes in enrollment can be found when looking at program enrollments. When considering all students (dual enrolled and non-dual enrolled), we find the majority of the enrollment (43% of total enrollment) is within the Associate of General Studies program.

When looking at non-dual enrolled students, we find enrollments in programs including Associate of Applied Science, Associate of General Studies and Personal Interest and Physical Education have increased since 2014, while enrollment in Associate of Arts, Associate of Science, Certificates of Development and Occupational

Certificates have declined slightly. When combined, the Associate of Applied Science, Associate of General Studies and Personal Interest & Physical Education account for 73% of all enrollment.

Dual enrollment has been on the rise since 2014. Around 450 students were enrolled in 2,000 credit hours, and in 2018, just over 700 were enrolled in 4,500 credits. This has resulted in a large jump in Associate of General Studies enrollment.

When looking at the 2016 College-going percentages in the area, including Petoskey and the greater Charlevoix/Emmet area, we find that around 25% of high school graduates are choosing North Central. For Petoskey High School graduates, 66% went on to college and 37% of graduates chose North Central. In the greater Charlevoix/Emmet area, 73% of students went on to college and 25% of graduates chose North Central.

DEMOGRAPHICS

As of 2016, the primary source of students was coming from the combined primary counties. The combined primary counties of Emmet, Charlevoix, Cheboygan and Otsego accounted for 82% of all students. Emmet County accounted for 36% of students alone.

In 2016 the male-to-female ratio was around 2:3. At that time, 37% of the student body were male and 63% were female. It is believed to be that the success of the Nursing program plays a large role in the male/female demographic.

When looking at incoming student trends (not including high school students), we find the average age of students is decreasing. In 2016 the average age was about 21 - 22 years old, with almost 80% of the population 19 years old or younger. In addition to age, there is also an increase in full-time students, from around 57% in 2014 to 73% in 2016.

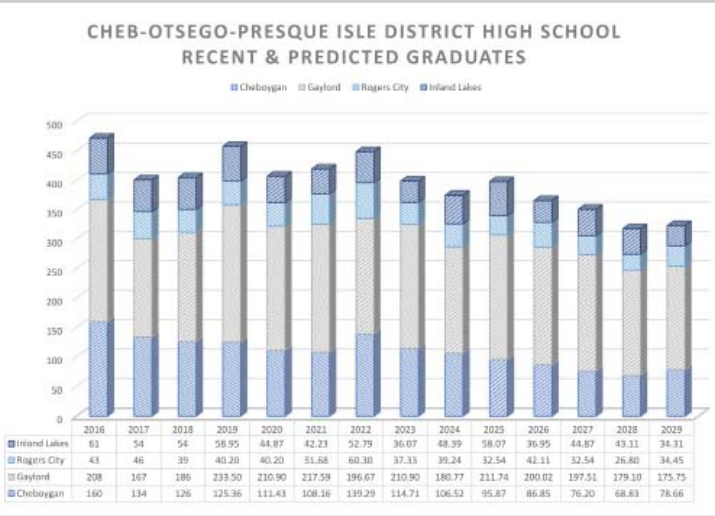
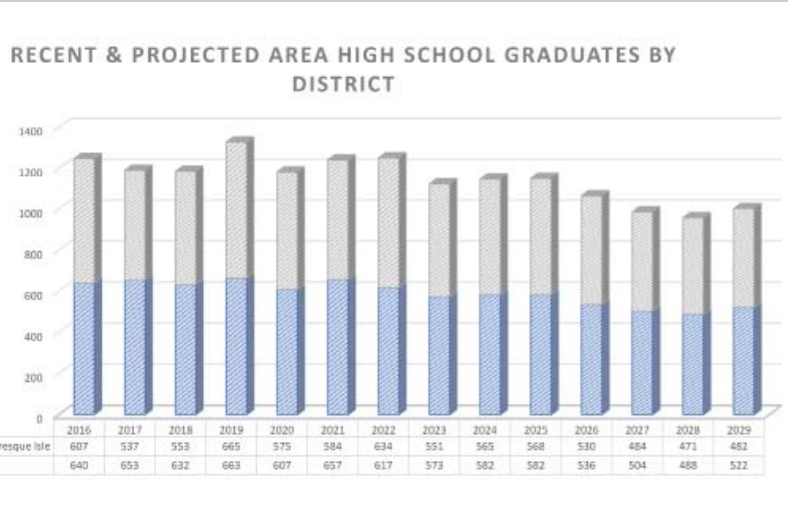
About 75% of incoming students are enrolled in Liberal Arts programs and are typically looking to a 4 year college/university. About 25% of incoming students are enrolled in Applied Arts programs and are typically seeking a “job-ready” education.

PROJECTIONS

Enrollment decreased about 10% in Fall 2018 and again about 9.5% in Winter 2019. With fewer high school seniors projected in Northern Michigan through 2030, it is expected that enrollment will decline slightly for the next 5 years. Although enrollment is projected to decline slightly, the staffing needs are expected to stay the same.

Around 490 courses are offered in the Fall and Winter Semesters and 72 sections in the summer. Of these, 85% are traditional classes and 15% are online. The average class size in 2017-2018 for Fall and Winter Semesters was 14.3 students.

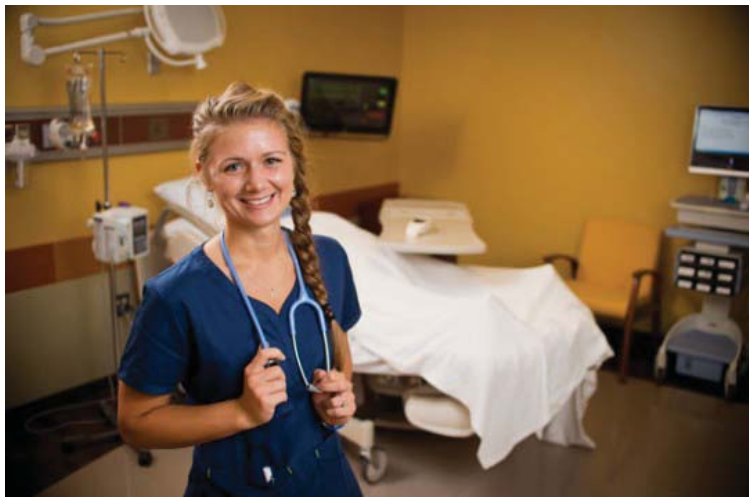
For online and hybrid classes, the average class size was 17.9 students. The projected average class size for both 2018 and 2019 is 14.0 students.





# CLASS SIZE SPACE UTILIZATION

## Class Size / Space Utilization



### CLASS SIZE

In the 2017-2018 school year, North Central class sizes averaged 14.3 students for traditional class types and 17.9 students for online and hybrid classes. These class sizes are projected to remain stable, averaging around 14 students per class through 2019.

Instructor/Student ratios were calculated from the “Instructional and Administrative Ratios for Academic Programs (2017-2018 unduplicated)” table found in the “2018 Five-Year Capital Outlay Plan.” The Instructor/Student ratio for Nursing and Allied Health is approximately 1:9. The ratio for Business, Manufacturing and Technology is approximately 1:14. For Liberal Arts, the ratio is approximately 1:16. The ratio for Corporate & Community Education/Personal Interest/Physical Education is 1:361.

### SPACE UTILIZATION

Classroom Utilization was measured for the 2017-2018 school year (Fall and Winter Semesters only). This data set was gathered from the 37 classrooms on the Petokey campus. Fall Semester was a 15-week period and Winter was a 16-week period. In addition, the weekends were considered with one 1-credit class each semester.

In the 2017 Fall semester, overall classroom utilization was a rate of 32%. During the peak period (Weekdays 10:00am to 3:00pm), the utilization was measured at a rate of 38%. Combined off peak periods (8:00am - 10:00am and 3:00pm - 9:00pm) for fall were found to have a 26% utilization rate. The weekend utilization rate was less than 1%.

For the 2018 Winter semester, the overall utilization rate was measured at 26%. The peak periods were measured at 34% and the combined off-peak was 21%. Weekend utilization was less than 1%.

The combined Fall and Winter semester overall utilization rate was 29%. During the peak period the average was a 36% utilization rate. The combined off peak utilization rate was 26%. Weekend utilization was less than 1%.

# MASTER PLAN



## 5 Year, 10 Year, & 15 Year Plans

### A GUIDING PATH FOR DEVELOPMENT AND GROWTH AT NORTH CENTRAL

This section will identify priority items that have culminated from the stakeholder meetings, along with several campus wide tours.

Primarily related to facilities and infrastructure, this list will require prioritization and preliminary costing to verify the schedule and feasibility.

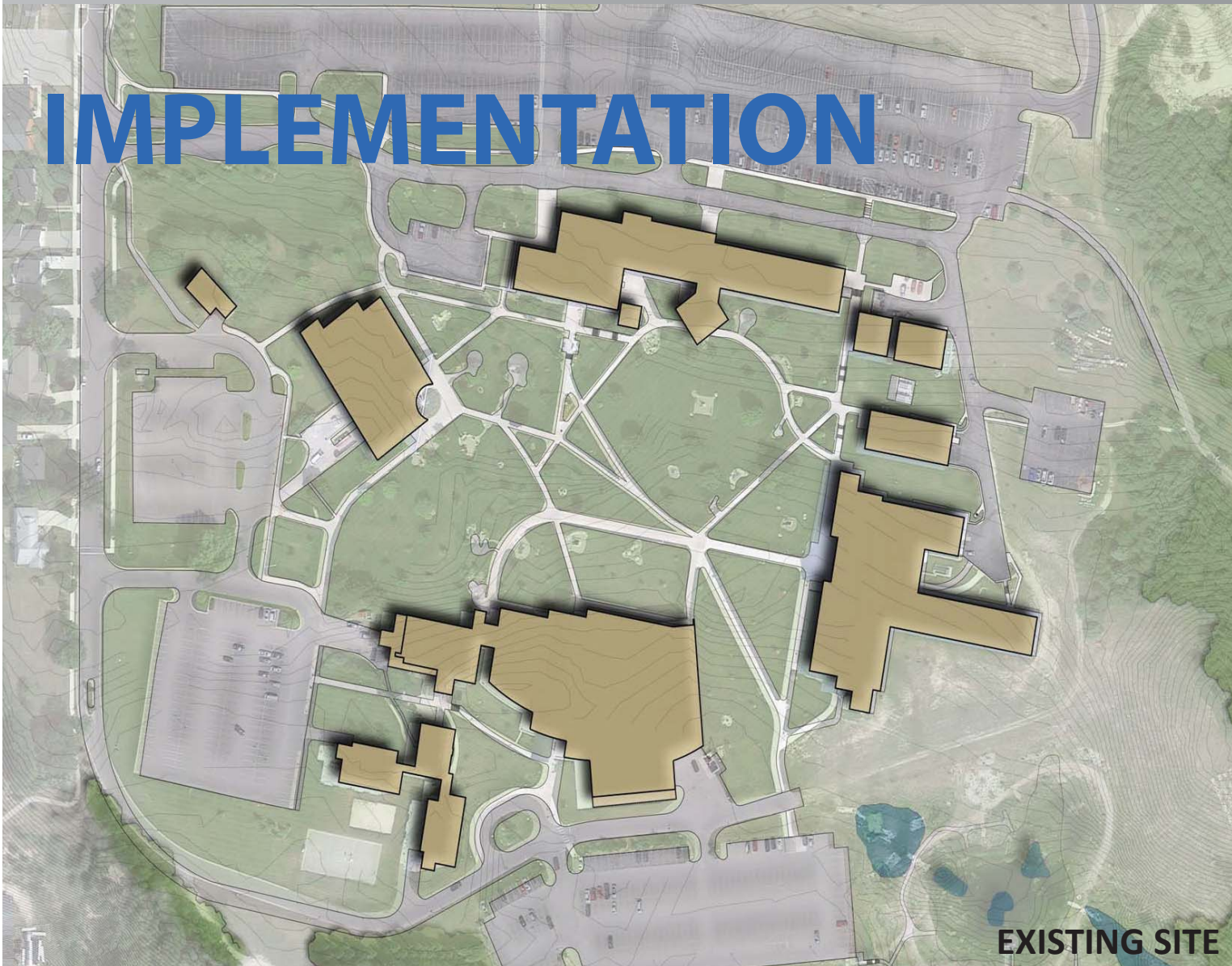
Since facilities and educational programming exist together, we have identified several corresponding needs for program development and nurturing.

The items listed will identify the benefits to the students, sustainability of North Central Michigan College, and provide a return on invested efforts.

### 2021 EDITOR'S NOTE

This diagram illustrates the planned location of a future dormitory, if taller than 35 feet. Other graphics in this document depicting a dormitory may not reflect this location, but should be assumed to coincide with this location.

# IMPLEMENTATION



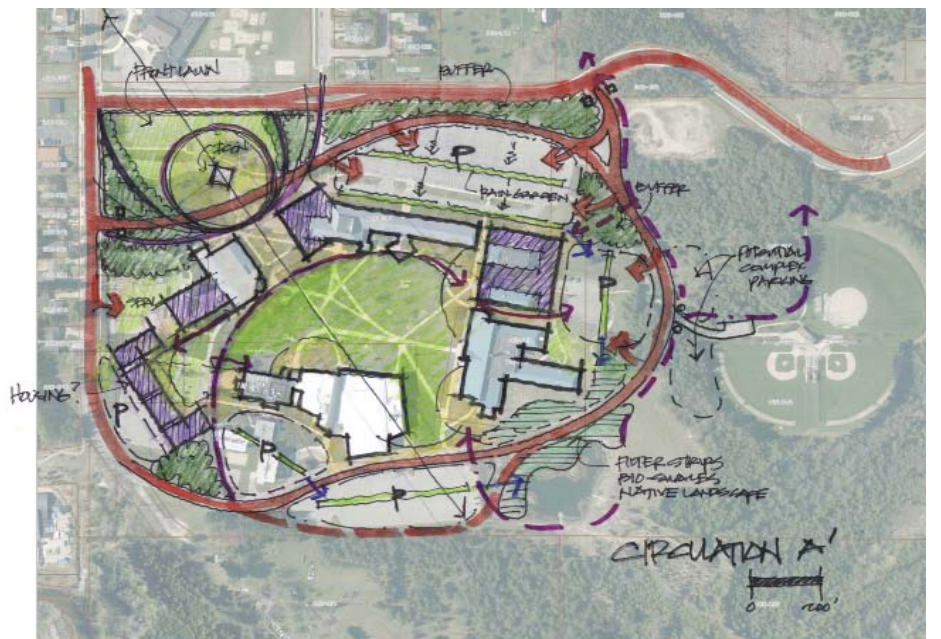
## Analysis

### Goals From The Previous Master Plan:

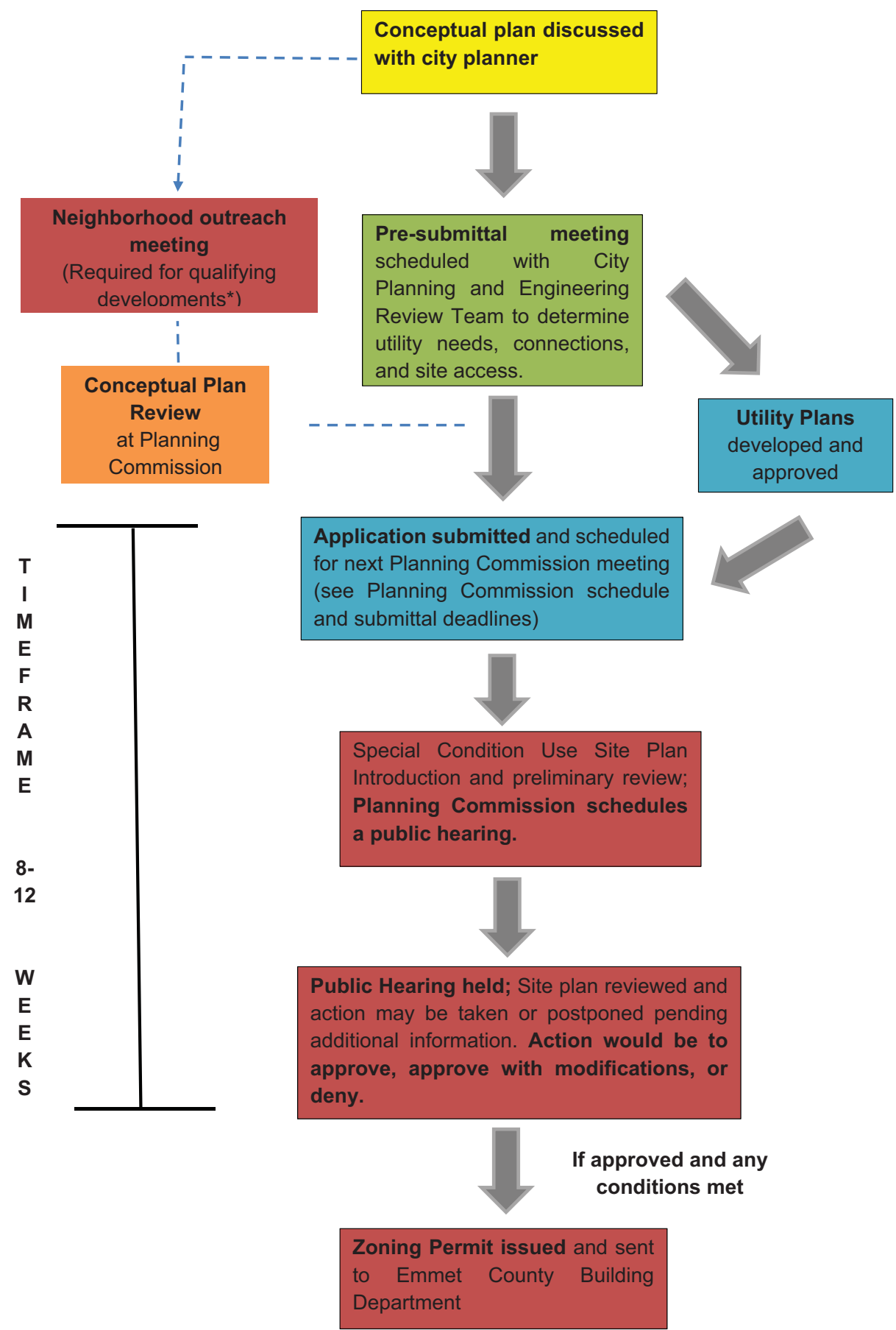
1. ADCL Renovation/Expansion- underway
2. Student Center Renovation- underway
3. Ring Road and Atkins Parking lot- pending
4. Campus Wayfinding/Signage- status?
5. Cafeteria/Dining Renovations- pending
6. Parking lot #5 reconstruction- pending
7. New Facilities/Maintenance Buildings- pending
8. Campus perimeter Identification- pending
9. Library Renovations- pending
10. Utility infrastructure upgrades- pending
11. Student Housing study spaces- pending.
12. SCRC Learning Center repurpose- pending.
13. Pedestrian Walkway Improvements- status?
14. Non Phased Projects.

### Goals From The Current Master Plan:

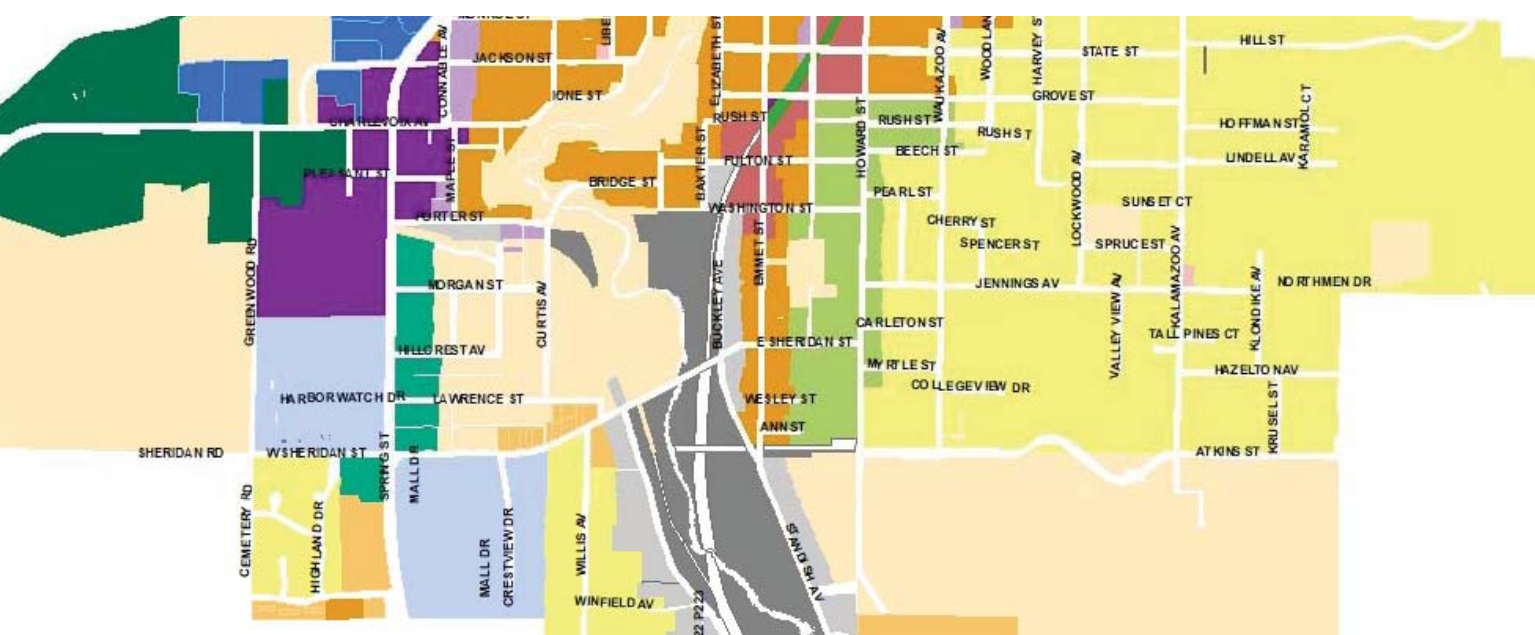
1. Create an identifiable main entry (entries) that address safety with the adjacent elementary school congestion.
2. Provide a new addition to the School of Nursing to meet the current industry demand and projected enrollment.
3. Re-purpose the under utilized Library to become a multi-use Student Innovation Center with Food Service.
4. Renovate the current Iron Horse Space into a collaborative Student Library/Media Center
5. Provide additional landscape islands and added trees to alleviate parking lot "heat island effect" and help storm water filtration and improve sustainability.
6. Renovate and provide a flexible addition to the current Technology Building. This would accommodate skilled trades instruction, and emerging technologies.
7. Create barrier free access with universal design on a campus with topographical challenges.



Special Condition Use Review Process



Standards Review



Zoning Review- City of Petoskey

1. Review proposed projects with current Zoning Code.
2. Determine applicability of Special Conditions and required review process. Review "By right" and Non-conforming/Variance procedures.
3. Meet and collaborate with the City of Petoskey and surrounding property owners early in the process.
4. Review new access points to the campus with traffic safety for mitigation of combined congestion with the neighboring elementary school and NCMC commuting students. Vehicular and pedestrian.
5. Review sign standards and collaborate with the City and neighbors to provide attractive, appropriate, and functional signage for the campus and the area.
6. Work with the City and community to find win-win solutions and promote future support for the evolution of the NCMC Campus.

Design Standards Review- NCMC

1. Review current Design Standards for applicability to current college goals and aesthetic sensibilities.
2. Review proposed projects with current Design Standards.
3. Create cohesive, transitional designs that utilize quality materials for future maintenance and aesthetic reasons. Limit scale to three stories or less (coordinate with Zoning).
4. Promote appropriate landscaping, filtration islands and the installation of more trees and shrubs. Ecological benefits include reduction in heat island effects of large surface parking, filtration of stormwater before reaching sensitive areas, and campus beautification. Promote sustainability.
5. Establish design standards for potential copartnership companies that want a campus presence.



1-5 YEAR FACILITIES PRIORITIES

1. Develop Iconic Identity Signage at Atkins & Howard
2. Provide a new addition for the Nursing program
- 3a. Renovate the Library into a multi-use, multi-functioning Innovation Center building
- 3b. Renovate the former Iron Horse Cafe and vacated Student Services areas into a new Multi-Media Resource Center.
4. Create new identifiable Campus entry/exit points off of Howard & Atkins.  
Combine with a drop-off lane at the Library/Multi-Use Building.  
Demolish former early child care structure.
5. Complete chilled water loop to the Residence Halls.
6. Renovate the existing Administration/Classroom Building for better student study area and faculty interaction.
7. Landscape improvements at parking area #2.
8. Expand and renovate the growing needs of the Technology Center, inclusive of skilled trades areas, and robotics/autonomous innovation space.
9. Provide addition onto Maintenance Building to house Campus Motor pool vehicles.
10. Create outdoor, convertible Pickle Ball courts at Parking area #6
11. Add trees to central courtyard to frame sculpture areas.
12. Construct informational pavilion at Natural Area Trail head
13. Update technology at Cheboygan and Gaylord satellite centers to aid in distance learning and live stream interactions
14. Complete previously planned ring road around campus and to the Baseball fields.



North Central Michigan College Master Plan 2019

## Master Plan Phasing Priorities- 5 Years



### 1-5 Year Priorities- Facilities

1. Develop Iconic Identity Signage at Atkins & Howard
2. Provide a new addition for the Nursing program.
- 3a. Renovate the Library into a multi-use, multi-functioning Innovation Center building.
- 3b. Renovate the former Iron Horse Cafe and vacated Student Services areas into a new Multi-Media Resource Center.
4. Create new identifiable Campus entry/exit points off of Howard and Atkins. Combine with a drop off lane at the Library/Multi-Use Building. Demolish former Early Child Education structure.
5. Complete chilled water loop to the Residence Halls
6. Renovate the existing Administration/Classroom Building for better student study areas and faculty interaction.
7. Landscape improvements at Parking Area #2.
8. Expand and renovate the growing needs of the Technology Center, inclusive of skilled trades areas, and robotics/autonomous innovation space.
9. Create outdoor, convertible Pickleball courts at Parking Area #6.
10. Add trees to central courtyard to frame sculpture areas.
11. Construct informational pavilion at Natural Area Trailhead.
12. Update technology at Cheboygan and Gaylord Satellite Centers to aid in distance learning and live stream interactions.
13. Complete previously planned ring road around campus and to the Baseball Fields.
14. Provide addition onto Maintenance Building to house Campus Motor pool vehicles.

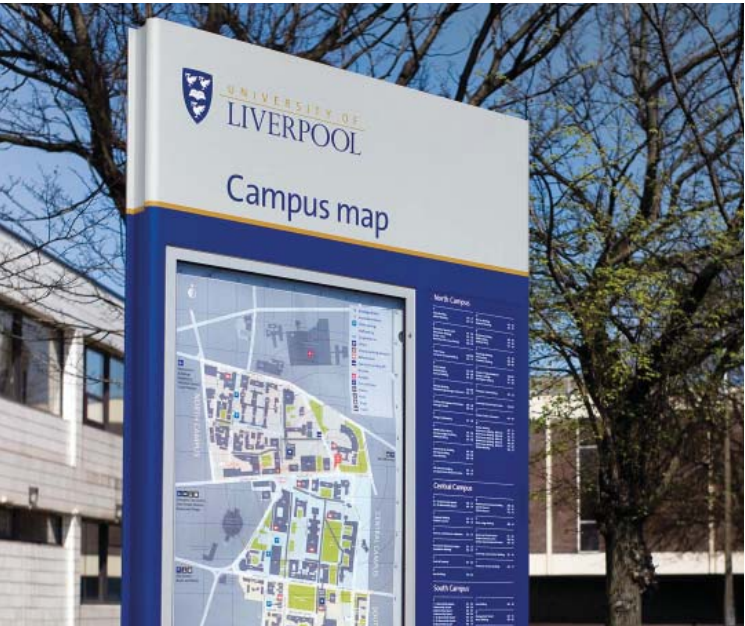
### 1-5 Year Priorities- Programming

1. Establish Club Athletics + Intercollegiate Athletics.
2. Establish transportation link to downtown and other key stops in the area (grocery stores, etc.).
3. Investigate subsidized tuition programs- Michigan Promise/Tip of the Mitt Promise.
4. Foster relationships with other Colleges.
5. Investigate a core downtown Petoskey presence.
6. Plan/prepare for Capital Outlay projects.
7. Continue community relationship building.
8. Continue business relationship building.
9. Investigate co-partnerships evolving on campus with new companies that align with educational goals and facilities to accommodate their needs.
10. Build and cultivate Tribal Relationships.

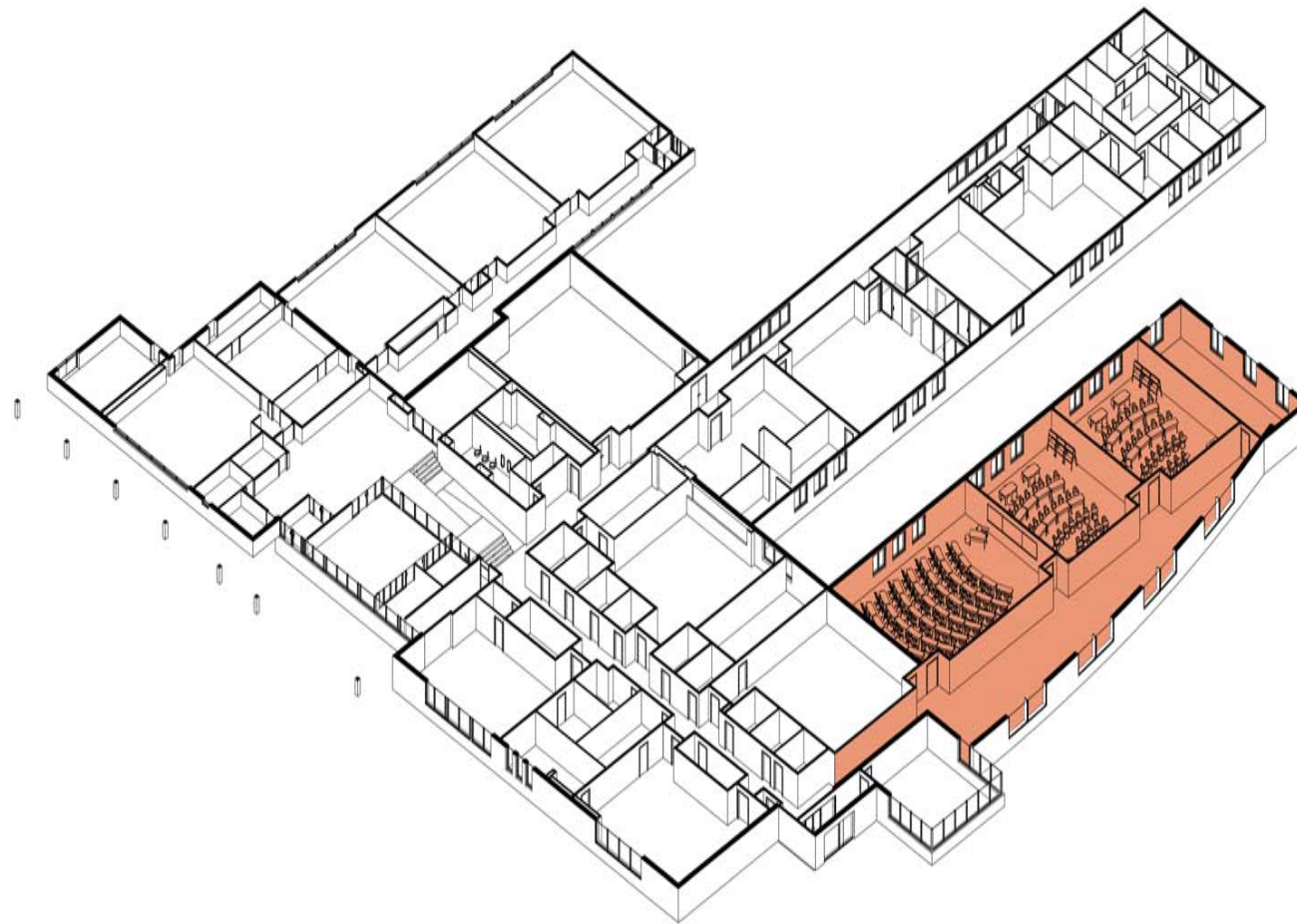
### 1-5 Year Priorities- Maintenance

1. Window assessment-Repair/replace as needed.
2. Exterior Maintenance:
  - Tuck point all brick
  - Repair/Replace EIFS with composite
  - Roof assessment-repair/replace as needed.
3. Mechanical,electrical, plumbing repairs as needed.
4. Sidewalk assessment and repair of cracks and uneveness.
5. Sustainable implementation and innovation.
6. Campus accessibility plan and implementation.
7. Campus Security assessment and upgrades.

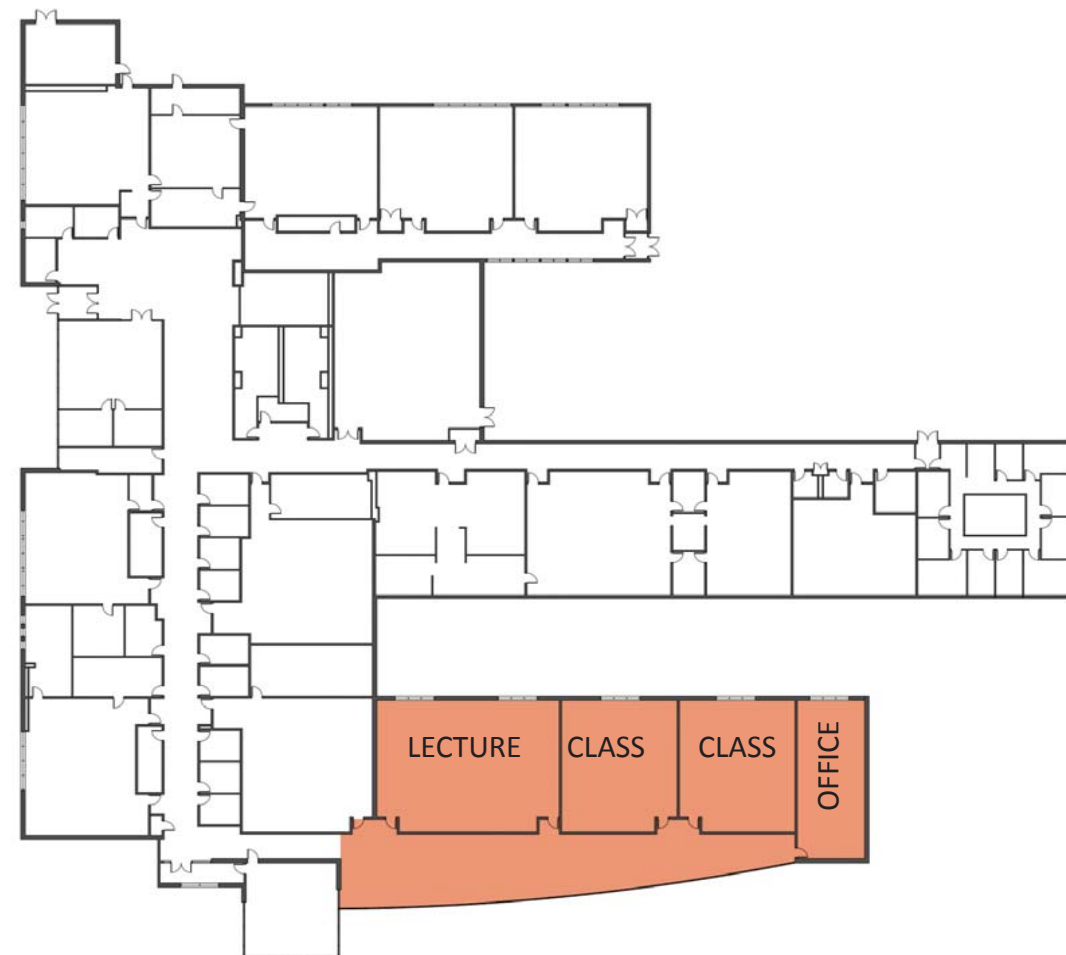
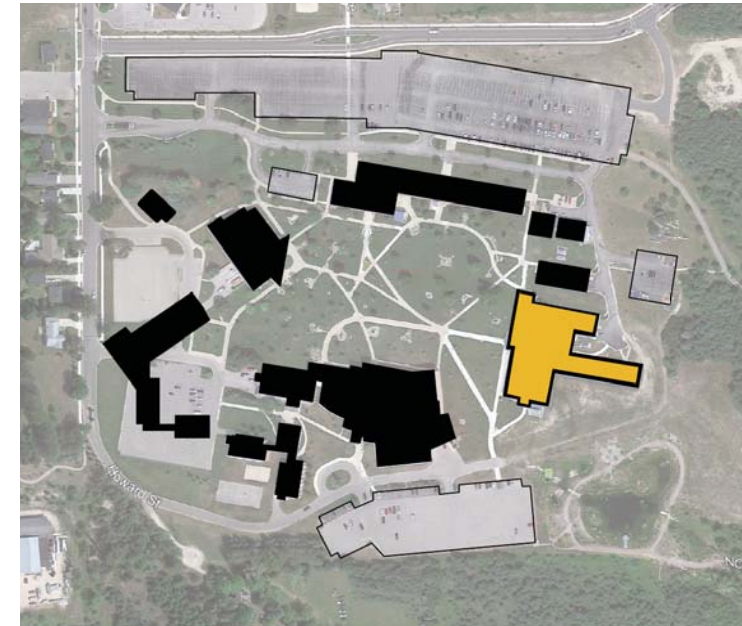
Signage and Wayfinding



1. Provide Iconic Howard and Atkins Corner sign.
2. Provide kiosk type signs at each entry
3. Provide wayfinding map signs throughout campus at intersections, parking areas, and along walkways.
4. Create a kiosk sign for the Harris Sculpture Garden.
5. Create banners for light posts around a route internal to campus.
6. Provide interactive monitors in buildings that indicate locations, room numbers, class and event schedules.
7. Provide technology applications that reflect information on the monitors.
8. Provide for consistent, interchangeable and attractive room signage.
9. Provide consistent building signage, with less emphasis on acronyms.
10. Encourage on-campus ambassadors to assist new students, faculty, and visitors to find their way.
11. Provide easy to read, appropriately lit, attractive, but not overly abundant wayfinding.



## Nursing Wing Expansion



The success of the nursing and health care program at NCMC has maximized the use of existing space. The growth and continuing needs of community health care facilities including McLaren, Munson, and Mid-Michigan Health attract students from NCMC on a continuous basis. The College has acknowledged the need for more instructional space to educate current and future health care professionals. The proposed expansion would include teaching labs, classroom space, additional simulation areas, and associated accessory space such as offices and storage.

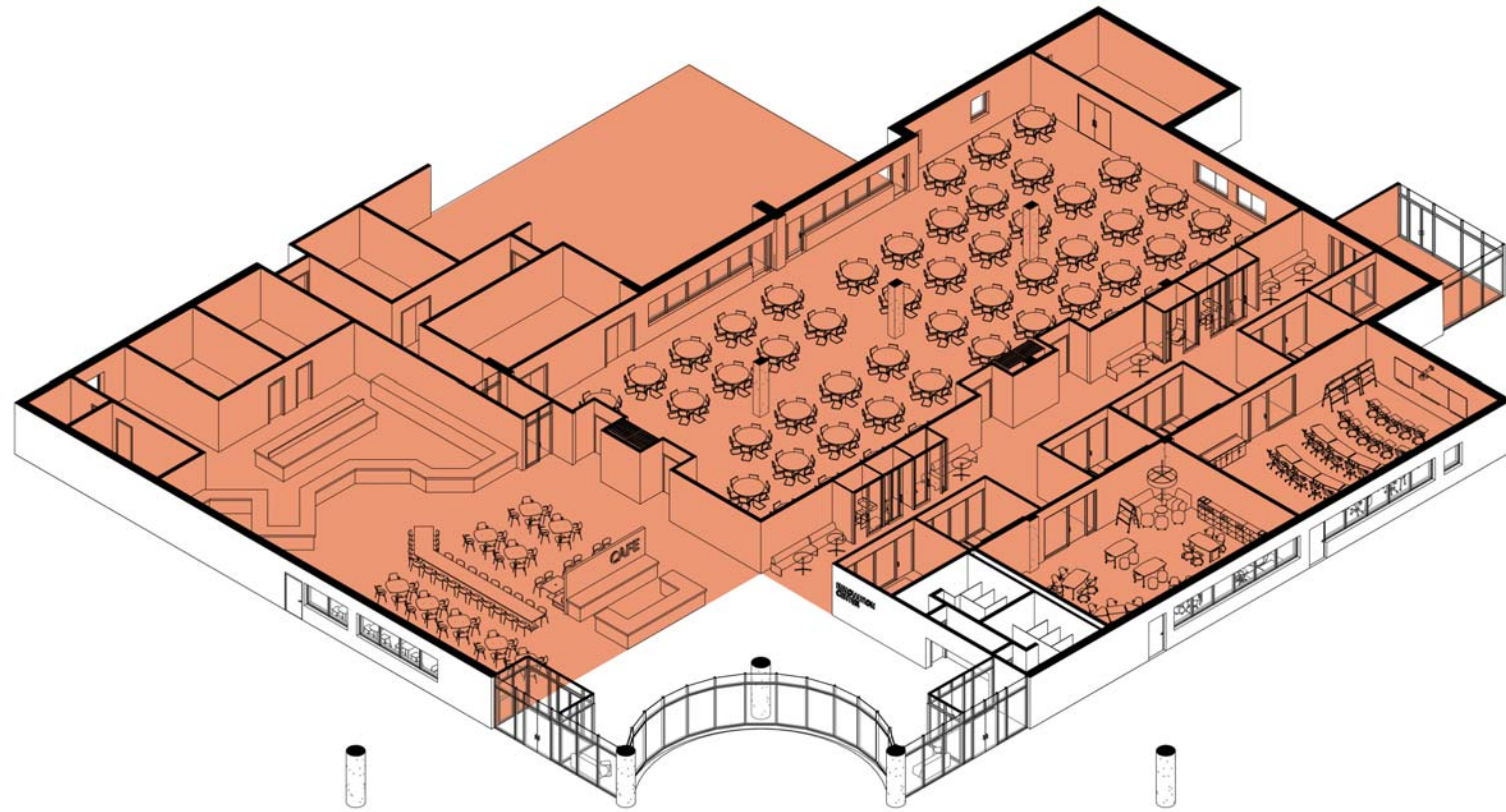
This addition is preliminarily sized at approximately 2,800 s.f.

The addition can be done in phases.

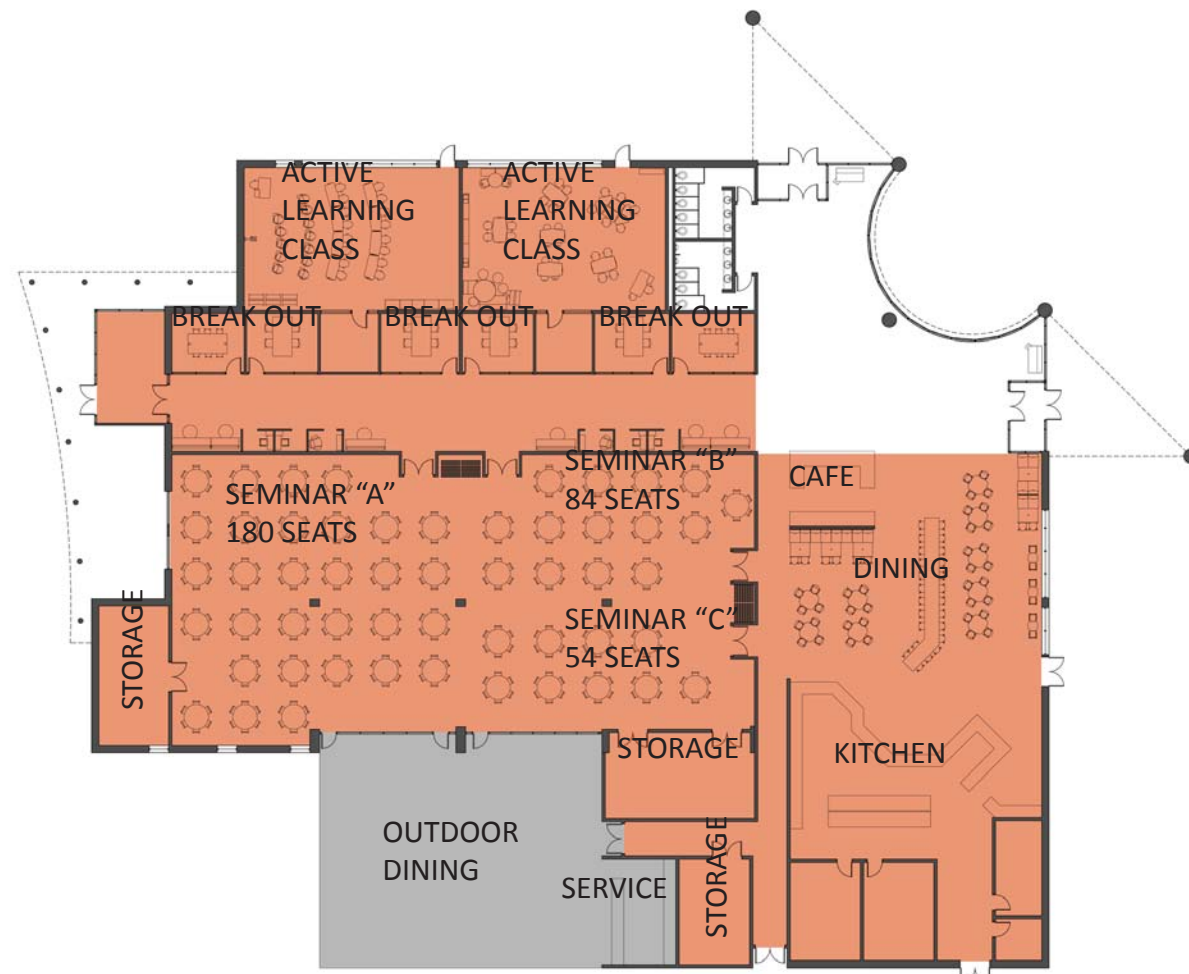
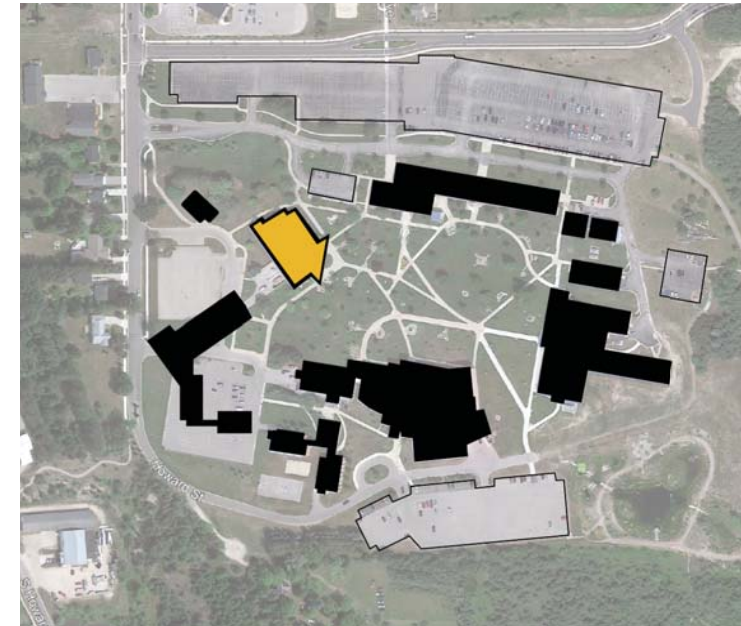
This renovation, like all areas of suggested improvements, will address:

1. Barrier Free Accessibility-Universal Design
2. Use of sustainable design practices and materials:
  - Water Management
  - Recycled material content
  - Energy efficient Mechanical Systems
  - LED Lighting with lighting controls
  - Daylight harvesting





## Innovation Lab



The changing and evolving use of traditional libraries has raised the need to re-purpose this existing building for a more complete utilization. The size and design of the structure allows for adaptability to a multi-use, multi-function Innovation Center. Preliminary designs show that multiple functions and teaching opportunities could occur at over-lapping time schedules. Interactive classrooms, study enclaves, hang out space, small, medium and large group learning, and food services could be implemented into the existing structure with minor needs for additions.

Attracting outside lecturers, adult learners, continuing education gatherings, and community functions could be a welcomed result of the transformation. Large areas that are robust with technology can allow for innovative group interaction between instructors and students.

As a flexibly designed space, the building could be used in the summer months for revenue generating purposes to offset operational costs.

Addition: 4,320sf

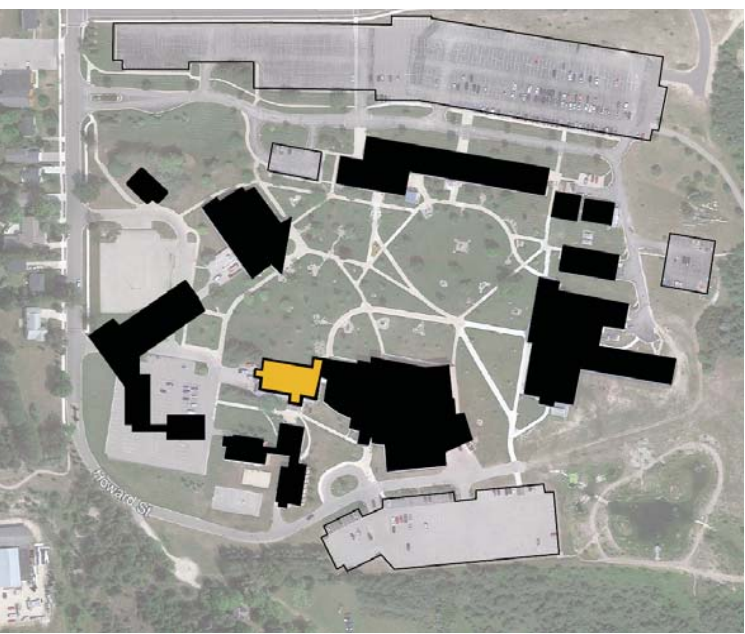
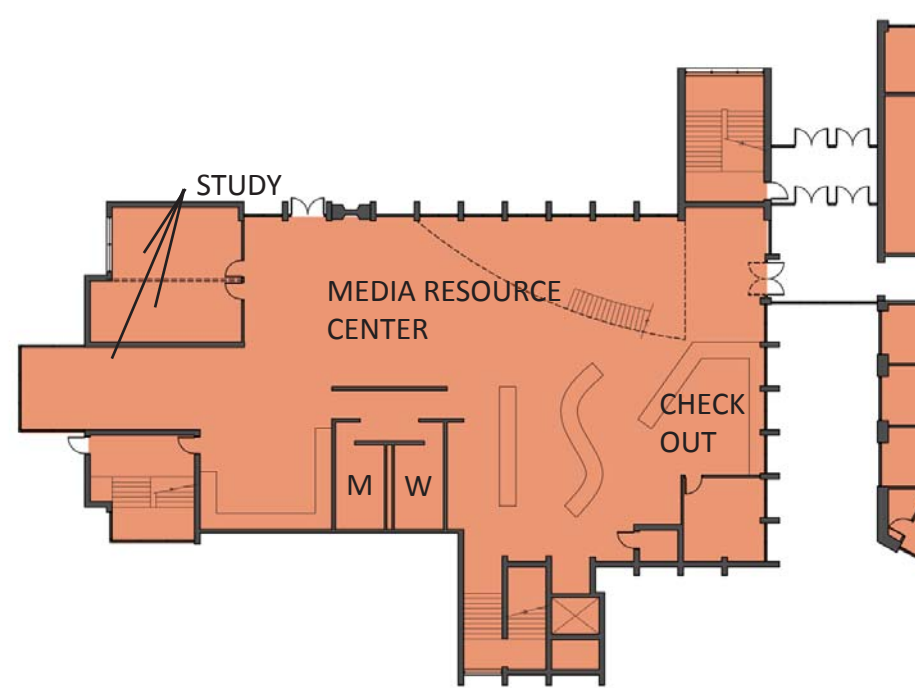
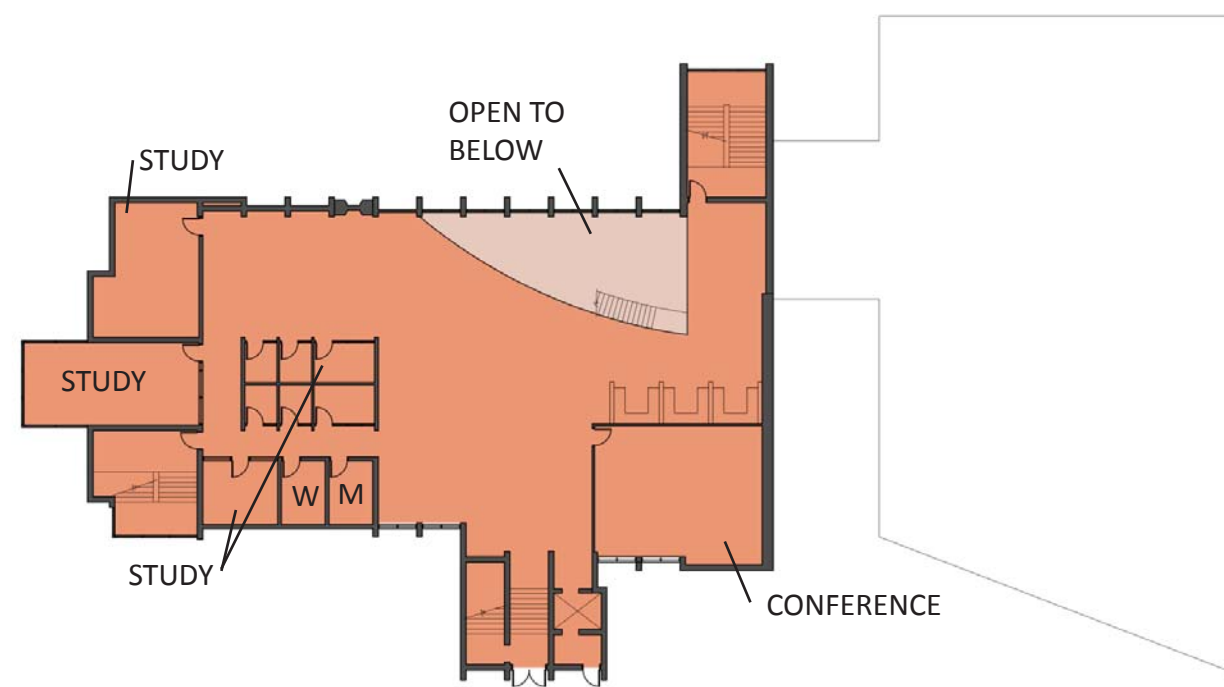
This renovation, like all areas of suggested improvements, will address:

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North Central Michigan College Master Plan 2019

Media Resource Center



With the renovation and addition to the Student Collaboration Center (the former library) inclusive of food service and dining, the renovation of the former Iron Horse Cafe and vacated Student Services areas would be planned for a new multi-media resource center. To maximize use of space, natural light, and create an inviting atmosphere, a two-level space would be created to accommodate this new use. Existing elevators and stairs would be reused, and access from the space to the exterior amphitheater and courtyard would expand student study spaces to the outside in favorable weather.

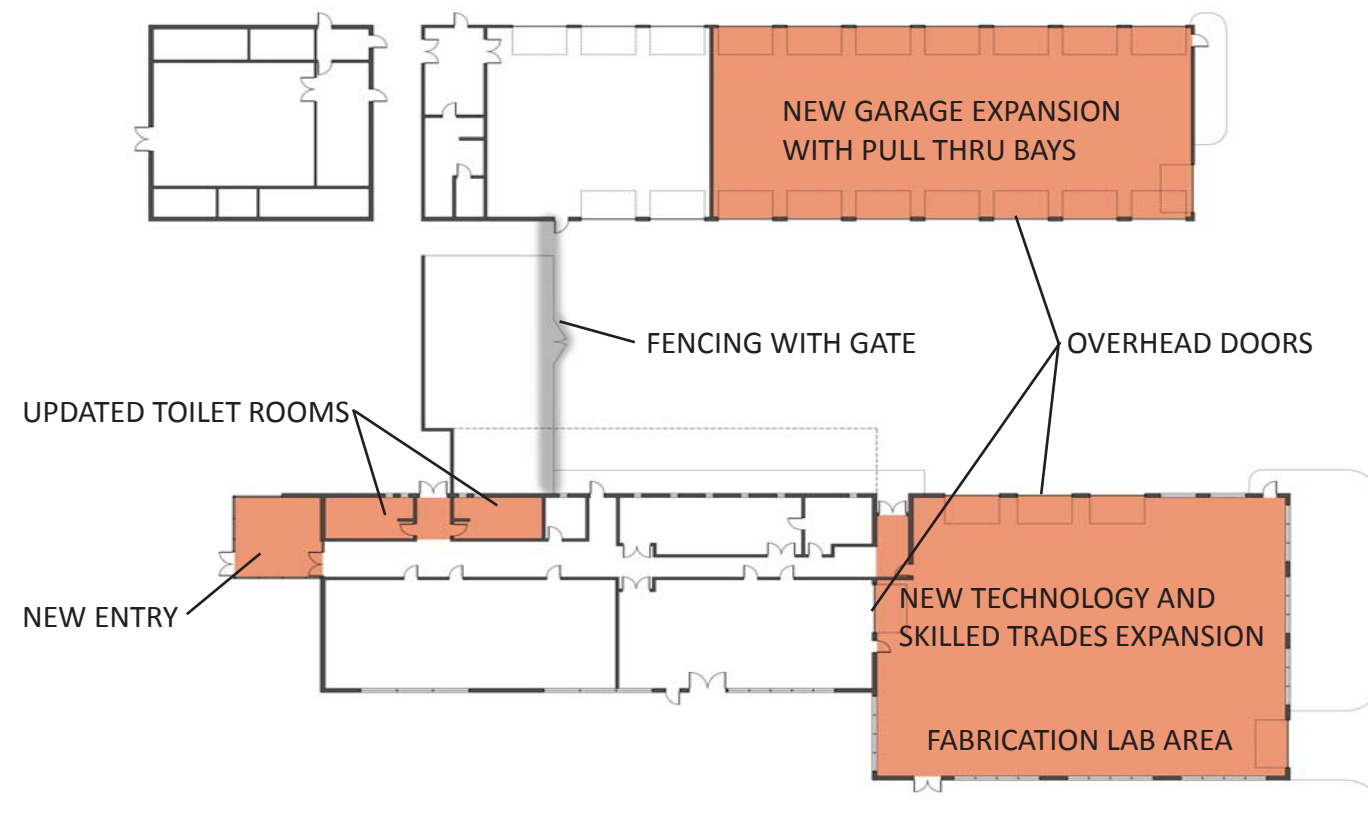
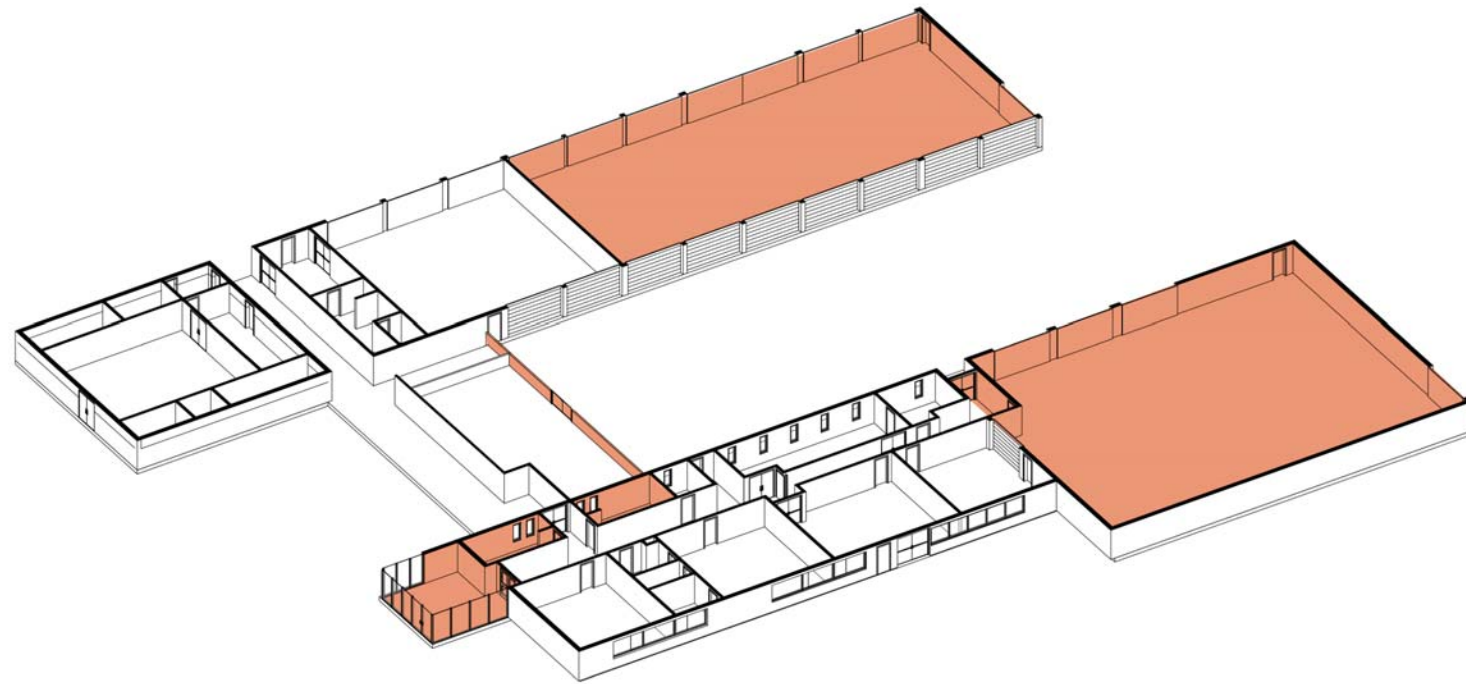
This transformation would include access to educational resources, existing and emerging technologies, and student study areas that are of various sizes and degrees of flexibility.

Ready-to-eat prepared food (health oriented), would be available for purchase. The design would be similar to airport type vendors.

This renovation, like all areas of suggested improvements, will address:

- 1. Barrier Free Accessibility-Universal Design
- 2. Use of sustainable design practices and materials:
  - Water Management
  - Recycled material content
  - Energy efficient Mechanical Systems
  - LED Lighting with lighting controls
  - Daylight harvesting

## Technology Lab

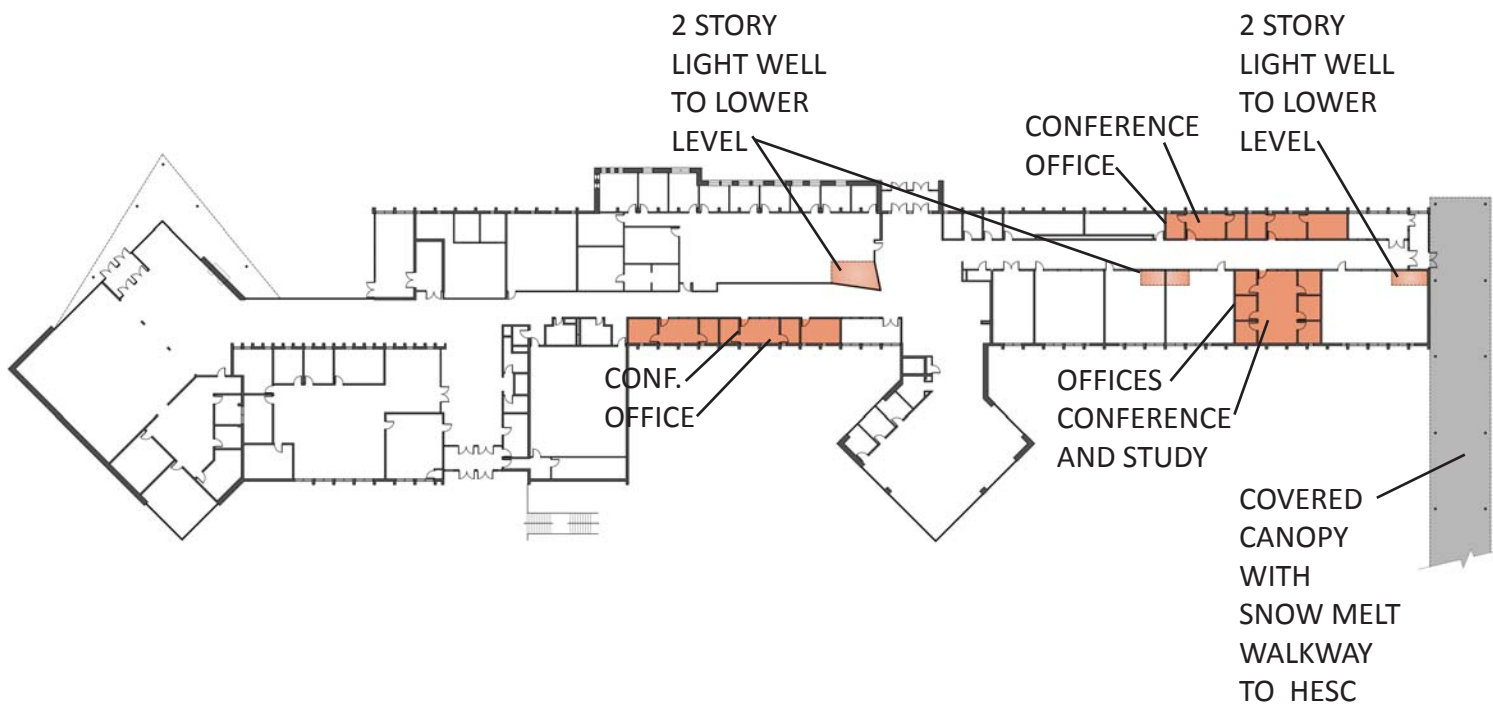
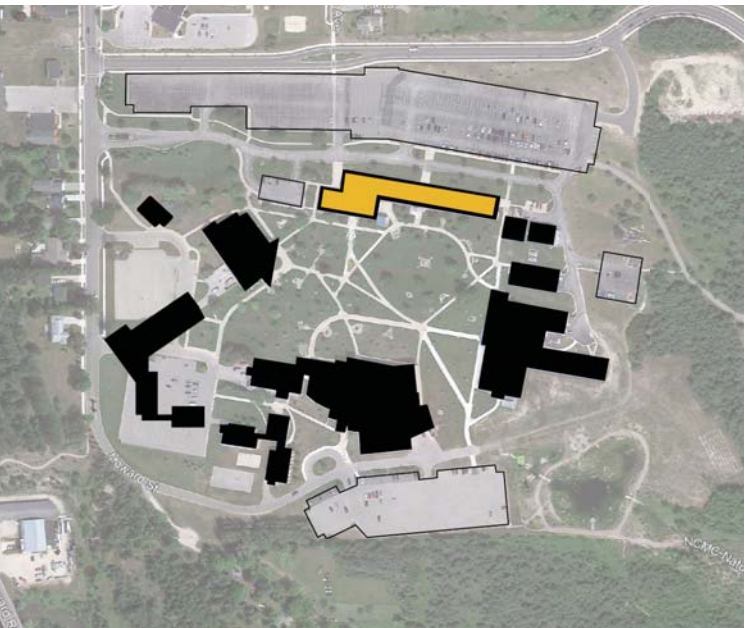
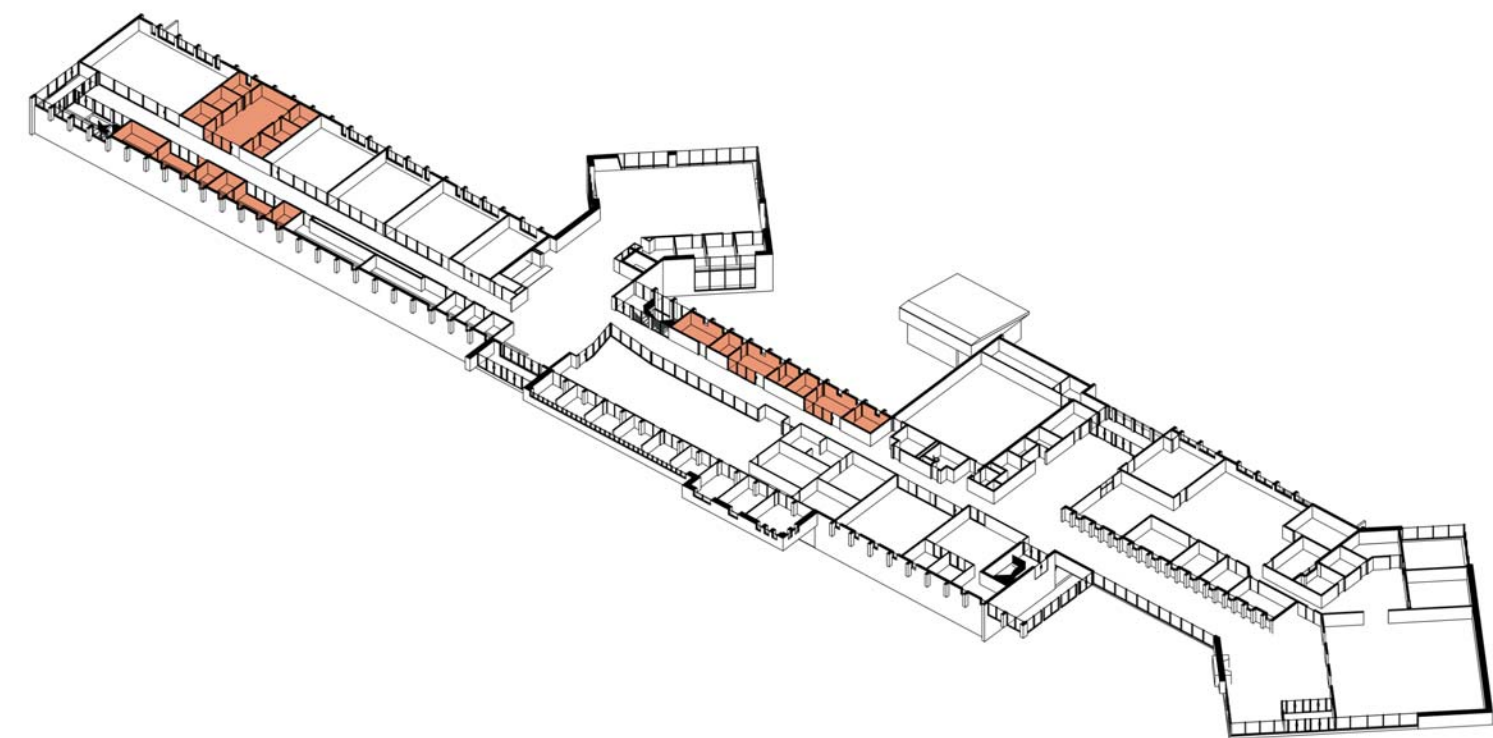


Renovation and expansion to the existing technology building would include access upgrades, toilet room upgrades, student gathering areas, updated finishes, lighting and HVAC systems (heating, ventilation and air-conditioning), and a proposed 6,000+ sf open space for flexible training and instruction for skilled trades, maker spaces, emerging technology testing and fabrication, and other uses. The spaces could be divided with racking systems that are movable to adjust to needed sizes of teaching areas. Overhead doors would allow for delivery and testing of any produced/built materials or systems. This space could incorporate natural light, advanced ventilation, and expandable power and data needs. A new parking area would be expanded for access to this building as well as the Health Education and Science Center.

This renovation, like all areas of suggested improvements, will address:

1. Barrier Free Accessibility-Universal Design
2. Use of sustainable design practices and materials:
  - Water Management
  - Recycled material content
  - Energy efficient Mechanical Systems
  - LED Lighting with lighting controls
  - Daylight harvesting

Administration Building- Office + Conference Area Renovation

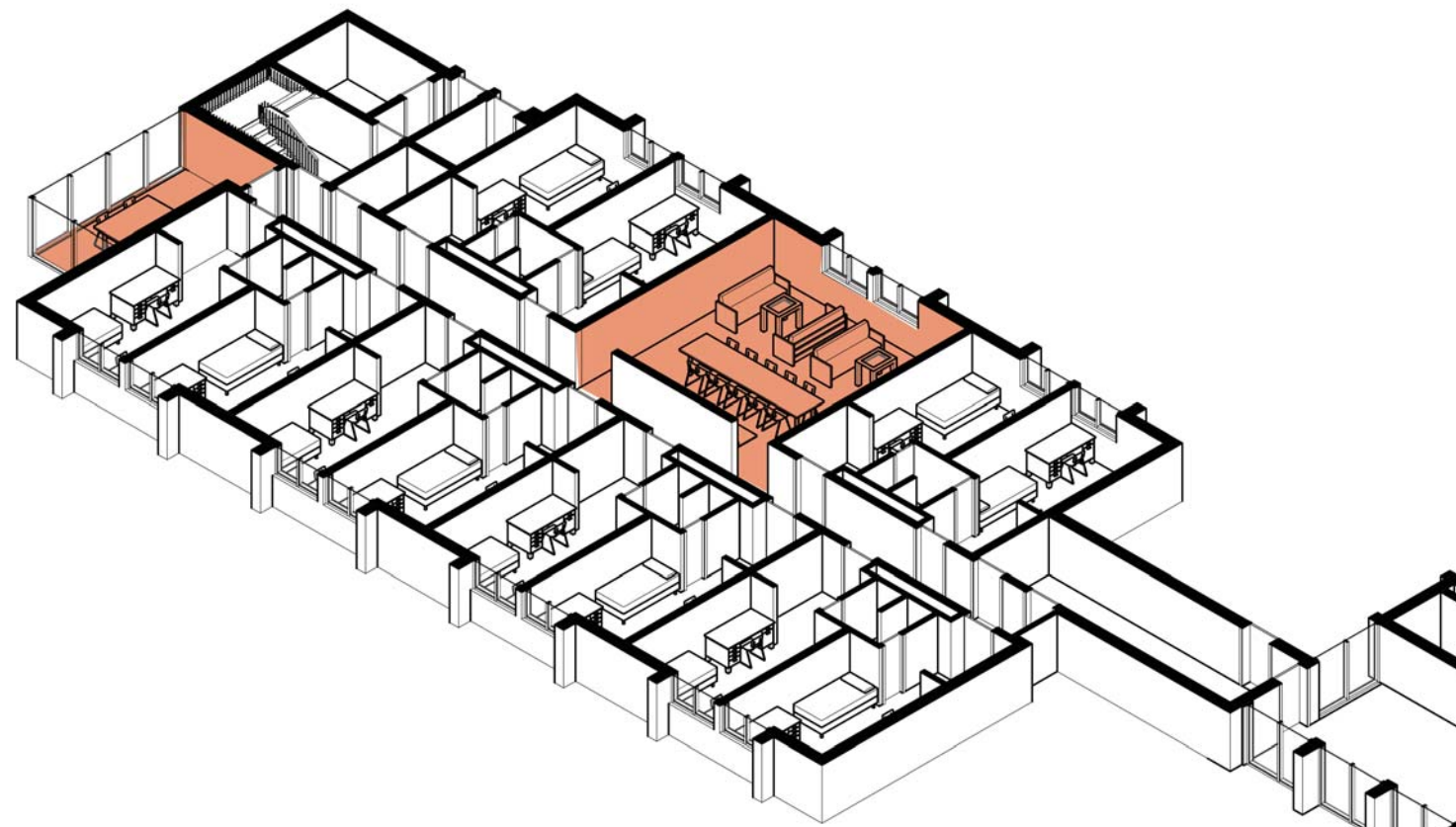


The proposed office and conference room renovations would enlarge and aesthetically enhance the various instructor offices. The concept proposed would enlarge offices and place a study/conference room between the offices for shared use. This would accommodate student-instructor meetings, tutoring, and collaboration. This concept could occur on both levels as further defined by NCMC and staff. It is suggested that this concept also be utilized for University Centers, and that more natural light be introduced with light wells from upper to lower levels and more glass along corridors.

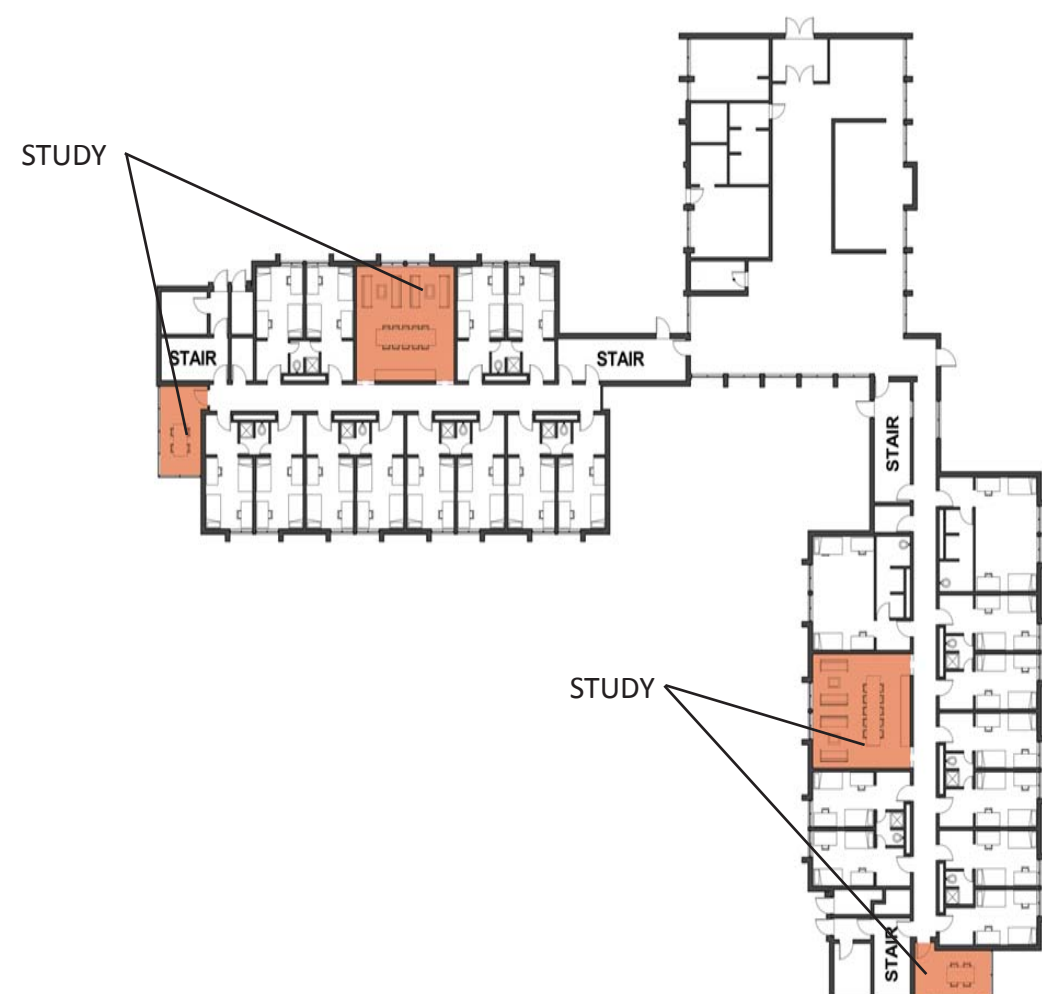
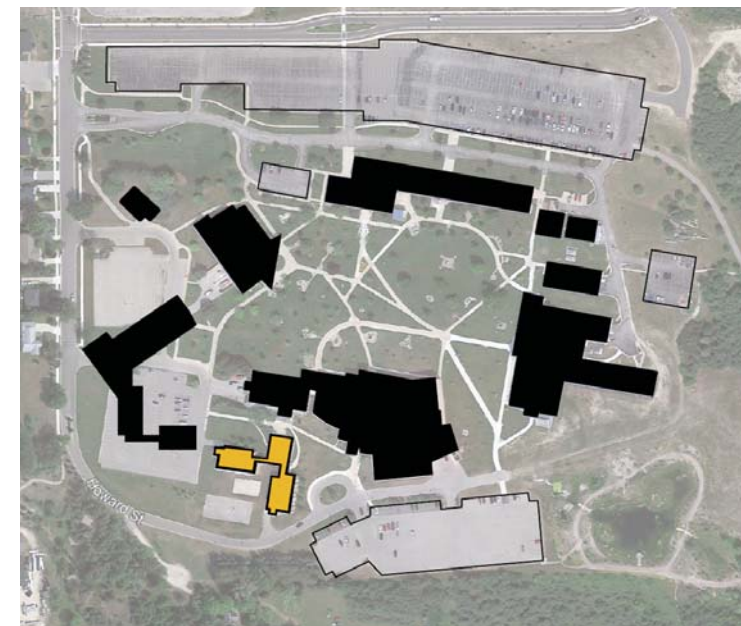
Note 1: Refer to the 10 year plus planning concepts for the proposed bookstore, student enclaves, and office addition.

This renovation, like all areas of suggested improvements, will address:

1.
- Barrier Free Accessibility-Universal Design
2.
- Use of sustainable design practices and materials:
- Water Management
- Recycled material content
- Energy efficient Mechanical Systems
- LED Lighting with lighting controls
- Daylight harvesting



## Residence Hall Renovation



The existing residence hall received many comments and suggestions for improvement from the students. It is recommended that aesthetic and functional renovations be introduced to attract more students who want or need to live on campus (local, regional and international student exchanges). The renovation would include interior cosmetic upgrades with durable flooring, bathroom remodel with new fixtures, new lighting, added power, larger operable windows, air conditioning (chilled water loop extended to the housing units) and enhanced ventilation. New energy efficient lighting would replace existing.

Two existing rooms per floor would be combined and renovated as attractive gathering/study spaces that may incorporate small kitchen areas. Added study rooms would be placed at the ends of the buildings to take advantage of views and natural light.

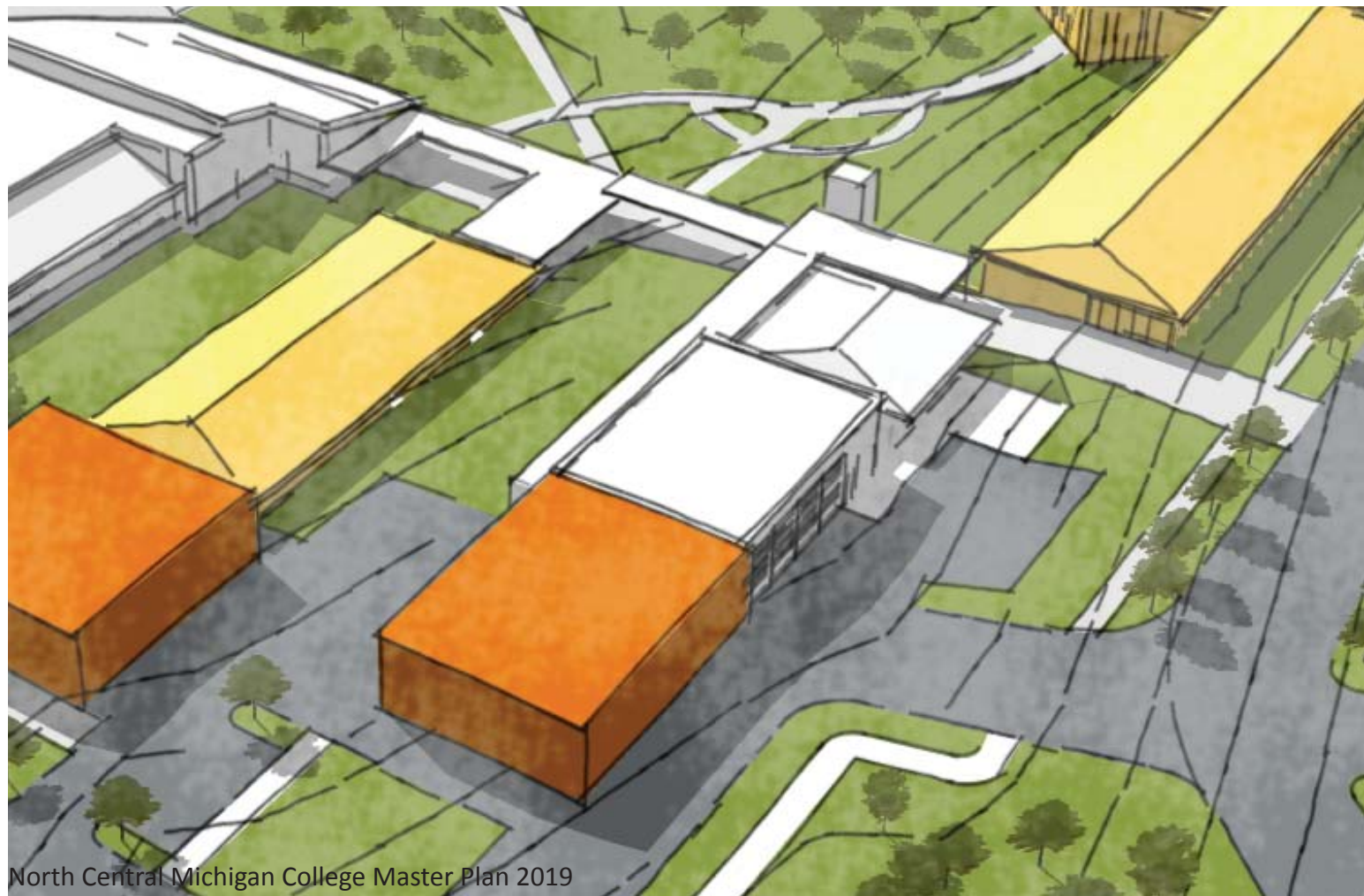
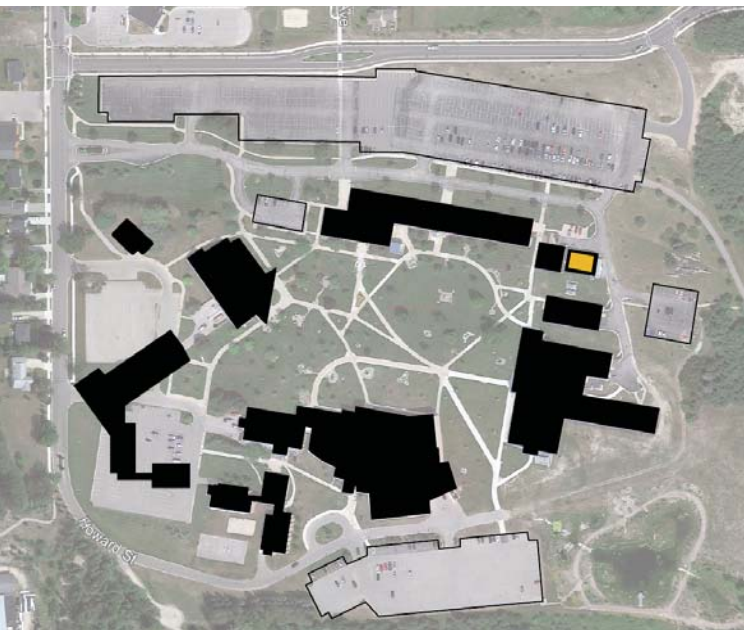
The exterior would be lightly renovated to improve exterior appearances.

Outdoor activity spaces adjacent to the buildings would be encouraged.

This renovation, like all areas of suggested improvements, will address:

1. Barrier Free Accessibility-Universal Design
2. Use of sustainable design practices and materials:
  - Water Management
  - Recycled material content
  - Energy efficient Mechanical Systems
  - LED Lighting with lighting controls
  - Daylight harvesting

Maintenance Addition



The renovation and addition to the Maintenance Facility will provide needed additional service bays, as well as indoor space for the campus motor pool and possible Fab Lab winter parking.

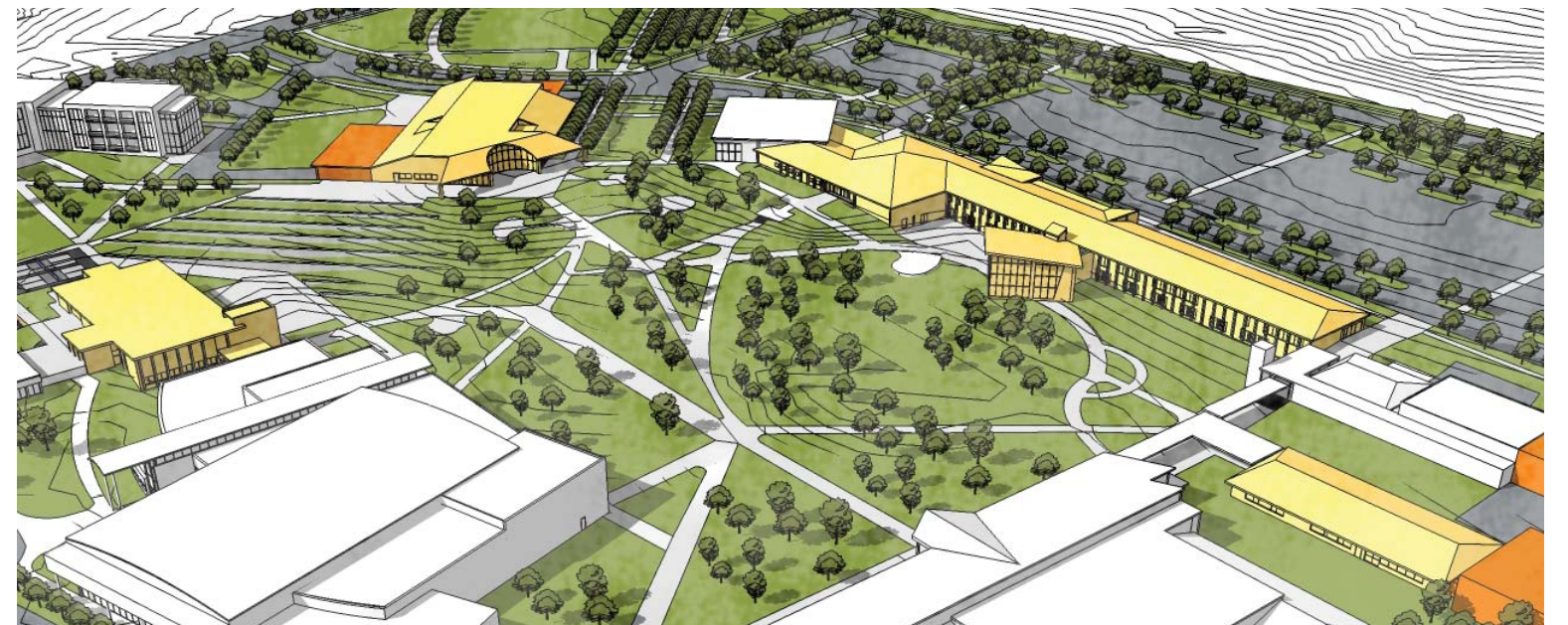
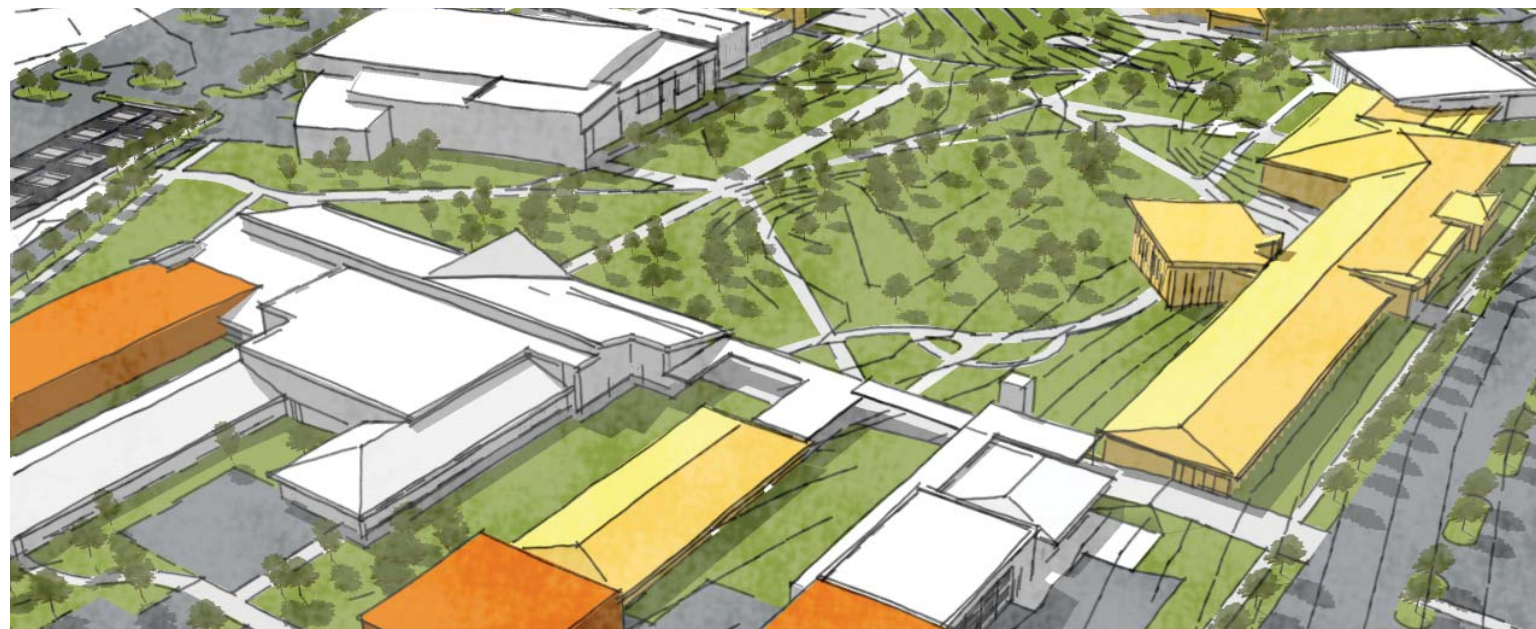
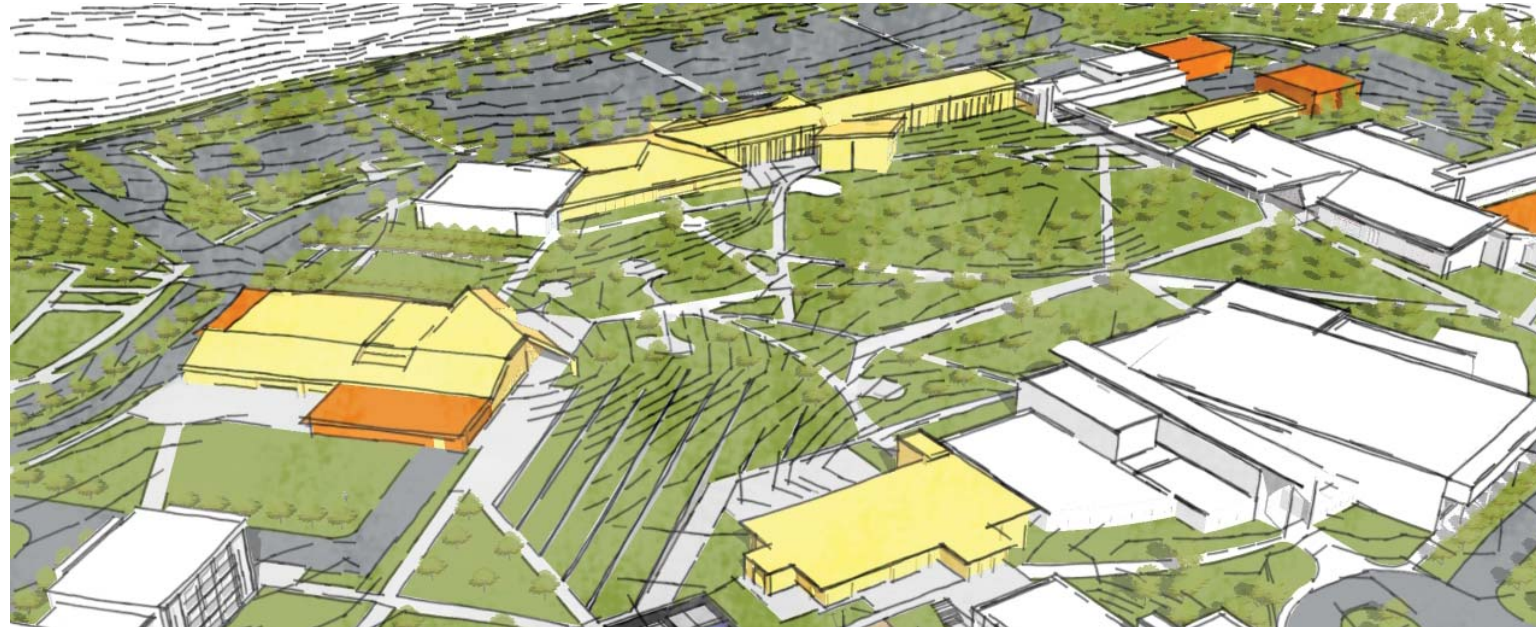
It is recommended that the design be attractive and functional, since the placement is somewhat prominent to the east entry of Atkins Road. The expansion would include areas for vehicle wash bays, and incorporate a pull through design with overhead doors on two sides. This would reduce damage to the vehicles and allow for a double stacking of vehicles within the structure.

This project could include an educational opportunity for vehicle maintenance and service for an automotive technology program.

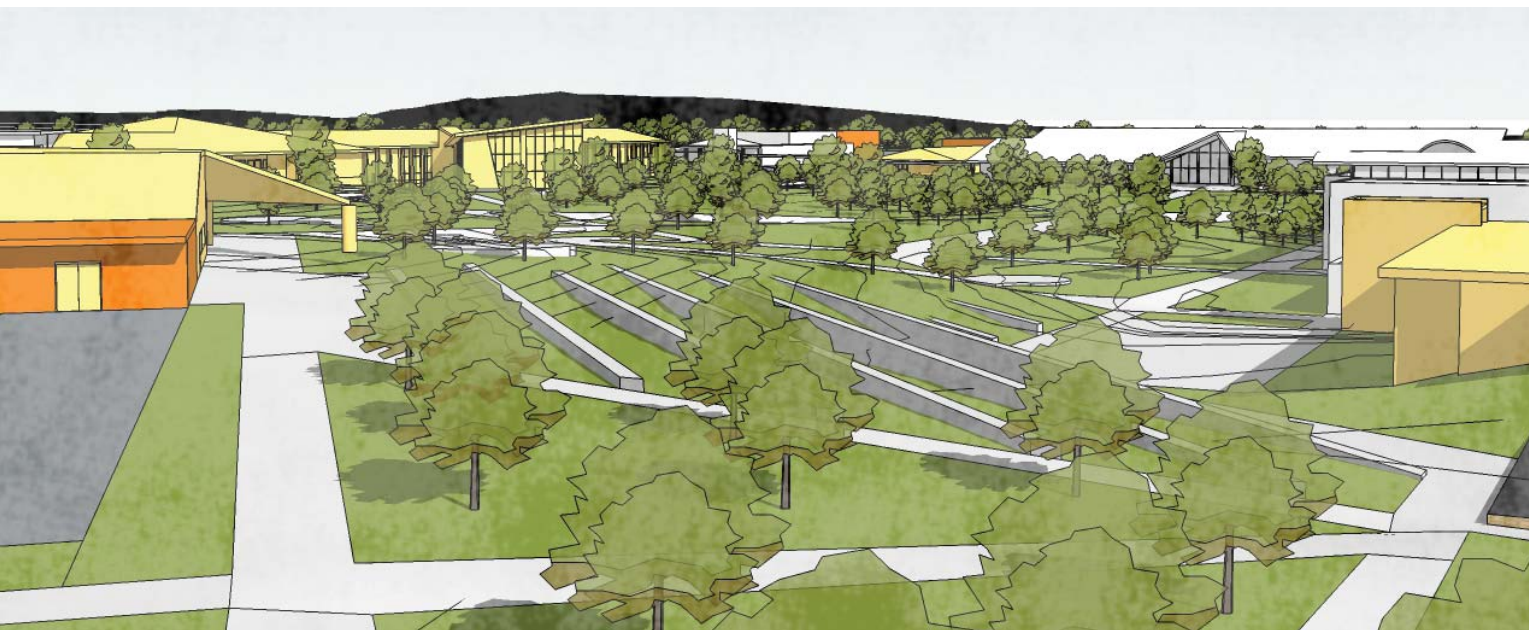
- DESIGN FEATURES:
- Due to the visible location, an attractive renovation and addition is suggested.
  - Use of consistent and complimentary campus materials
  - Attractive apparatus bay doors
  - Enhanced landscaping at the immediate site
  - Sustainable systems implementation and innovation
  - Campus accessibility plan and implementation.
  - Campus security assessment and upgrades.



## Master Plan Phasing- 5 Years

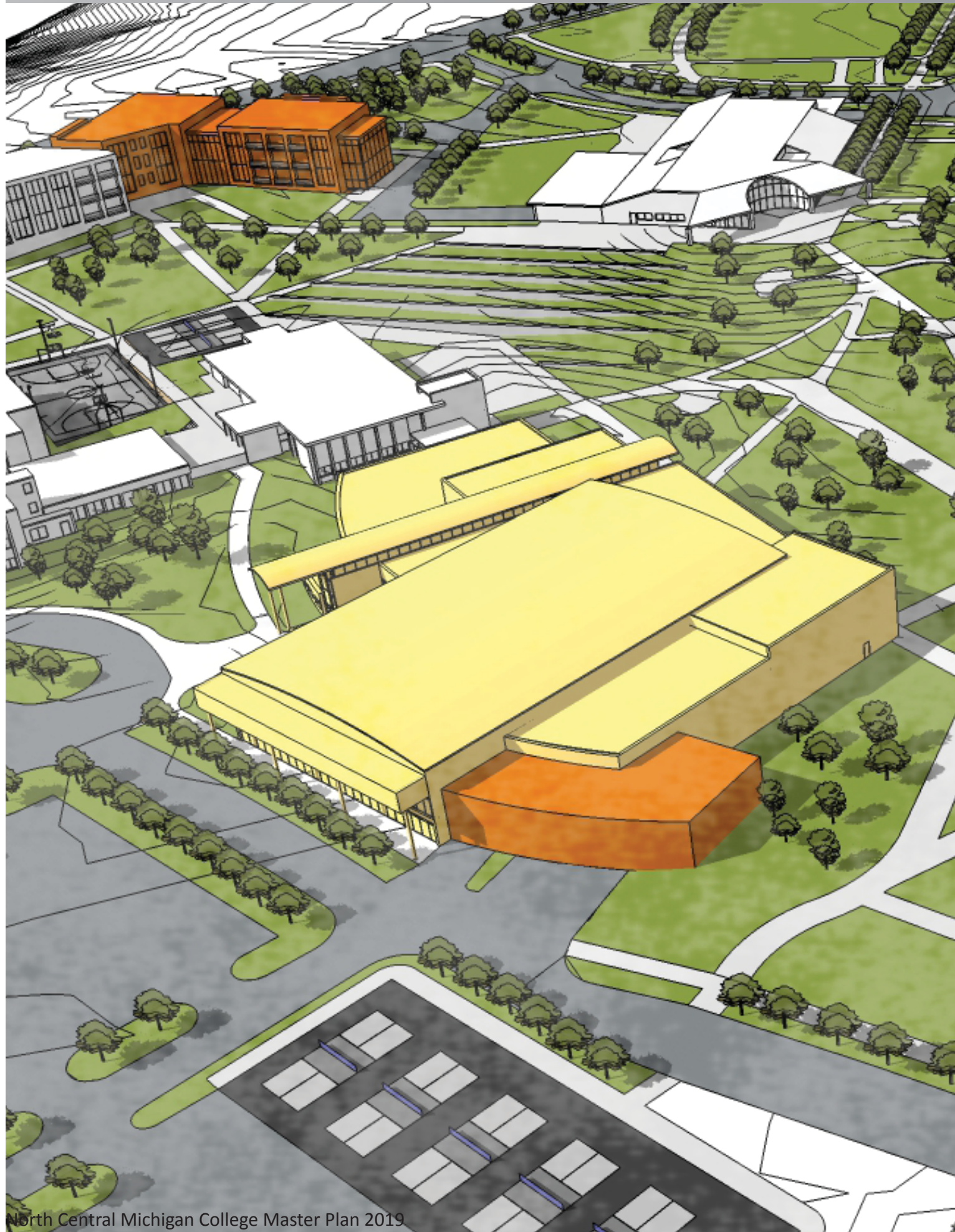


Master Plan Phasing- 5 Years



5-10 YEAR FACILITIES PRIORITIES

1. Develop and construct Phase One of Residence Hall 1.
2. Develop and construct Student Commons attached to Residence Hall 1.
3. Campus wide landscape improvements at parking areas.
4. Sculpt grading to accommodate a barrier free amphitheater and gathering pavilion adjacent to the former library (Student Innovation Center).
5. Add trees to central courtyard to frame sculpture areas.
6. Provide construction for a covered canopy and barrier free lift at the east campus entry. Possible snow melt systems installed at this walk way.
7. Construct addition to the Student and Community Resource Center (SCRC) for community welcoming, and renovate selected areas for student physical education classrooms.



North Central Michigan College Master Plan 2019

## Master Plan Phasing Priorities- 10 Years



### 6-10 Year Priorities- Facilities

1. Develop and construct Phase One of Residence Hall 1.
2. Develop and construction Student Commons attached to Residence Hall 1.
3. Campus wide Landscape improvements at parking areas and added trees to courtyard. Attention to Lots 1 & 6.
4. Sculpt grading to accommodate a barrier free amphitheater and gathering pavilion adjacent to the former library (Student Innovation Center).
5. Add trees to central courtyard to frame sculpture areas.
6. Provide the construction for a covered canopy and barrier free lift at the east Campus entry. Possible snow melt systems installed at this walk way.
7. Construct addition to the Student and Community Resource Center (SCRC) for community welcoming, and renovate selected areas for student physical education classrooms.

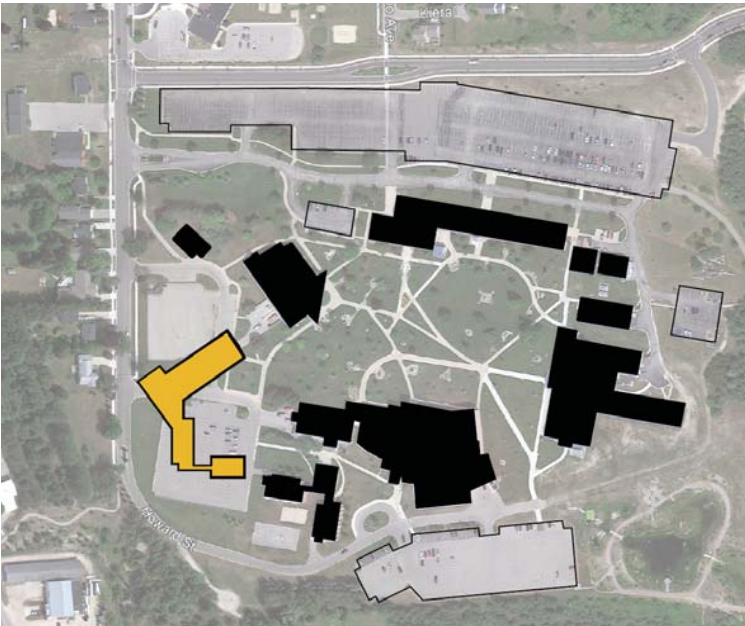
### 6-10 Year Priorities- Programming

1. Renew Campus Master Plan and Strategic Plan
2. Plan/prepare for Capital Outlay projects.
3. Continue community relationship building.
4. Continue business relationship building.
5. Assess current and future trends and their application to students at NCMC
6. Identify and market "on campus" events and event planning.
7. Continue and cultivate Tribal Relationships

### 6-10 Year Priorities- Maintenance

1. Window assessment-repair/replace as needed.
2. Exterior Maintenance:  
Tuck point all brick  
Repair/Replace EIFS with composite  
Roof assessment-repair/replace as needed.
3. Mechanical,electrical, plumbing repairs as needed.
4. Sidewalk assessment and repair of cracks and unevenness.
5. Sustainable implementation and innovation
6. Campus accessibility plan and implementation.
7. Campus security assessment and upgrades.

New Housing Phase 1



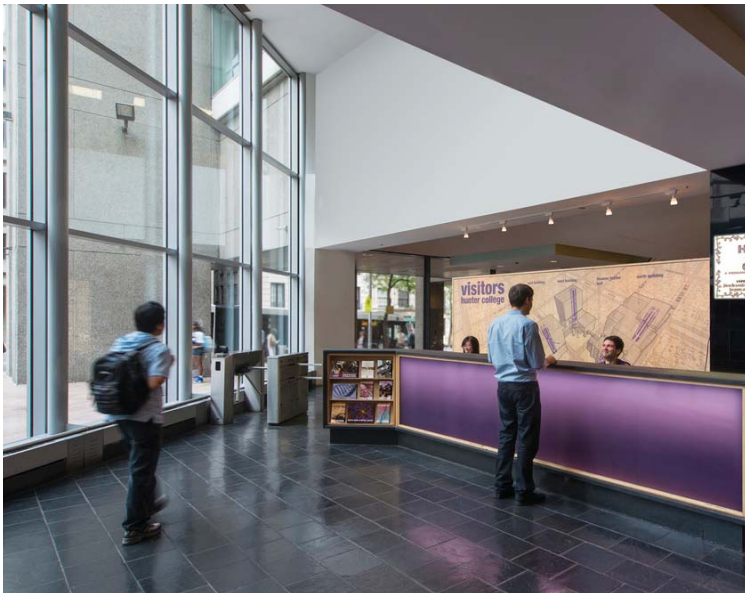
Proposed expansion of housing offerings may include apartment type units of a size and scale to complement the surrounding residential areas on the west side of the campus. A maximum of three stories would be suggested. These units would be connected to the new proposed dining/cafe at the former library location, and would incorporate a drive through drop off at the main entry and a service access at another location. Phase one would also include a large student activity lobby area with study space, leisure areas, fireplace, multimedia technologies, security/information desk, mail room, RA office/rooms and other applicable spaces.

- DESIGN FEATURES:
- Sustainable systems implementation and innovation
  - Campus accessibility plan and implementation.
  - Campus security assessment and upgrades.
  - Exterior recreational space

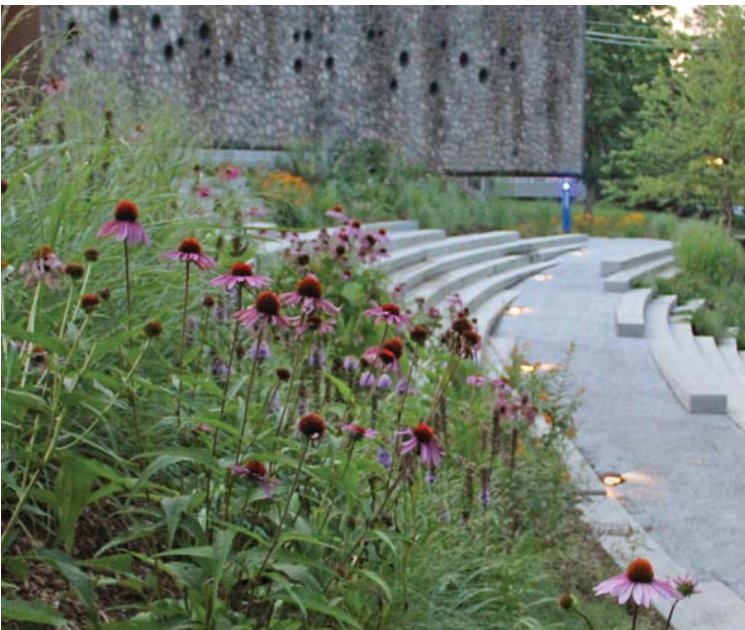
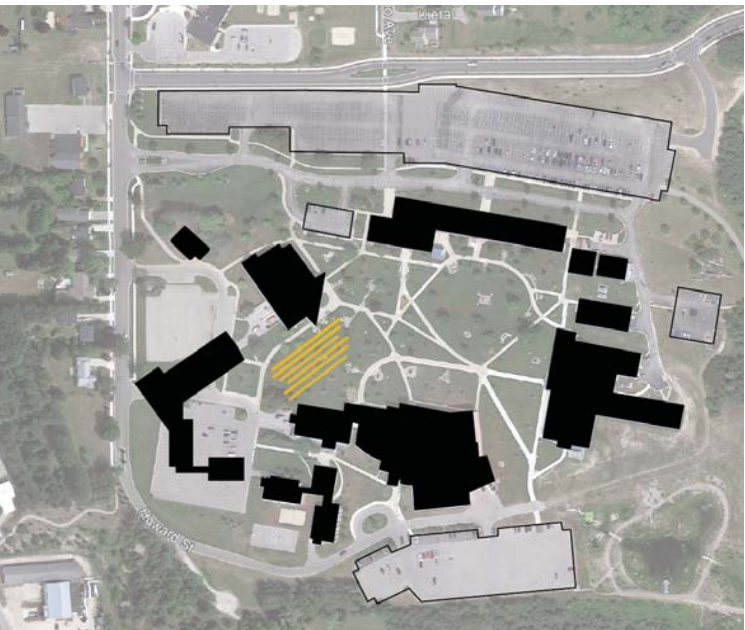
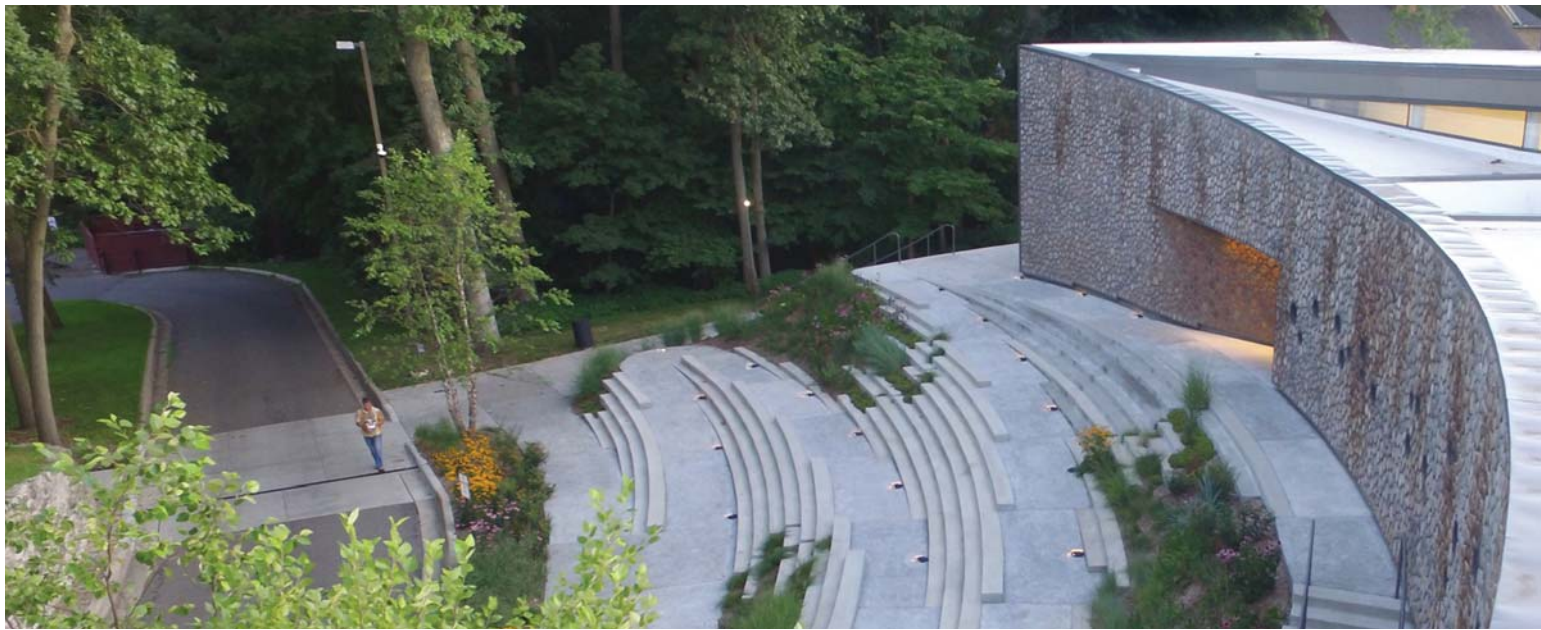


The design would enable future additions to be added should demand warrant.

This housing could also provide a resource in the summer months for groups attending camps or conferences, area hospitality workers, young families, or other groups.



Amphitheater



With the degree of grade changes and topographical levels, there is an opportunity to sculpt a tiered amphitheater into the hill just south of the current Library building. This multi level seating area would be designed to also serve as a barrier free ramping design that enables physically challenged individuals to get from the upper level of the Student Innovation Building (former library) to the existing housing and new library location. It would provide outdoor performance space, study space and courtyard space proximate to heavily accessed student spaces.

This placement would have limited effect on any existing sculptures placed in the central gardens, and is proximate to summer parking areas for outdoor campus events. Restroom facilities in the new library and new Student Innovation Center could serve the needs of events.

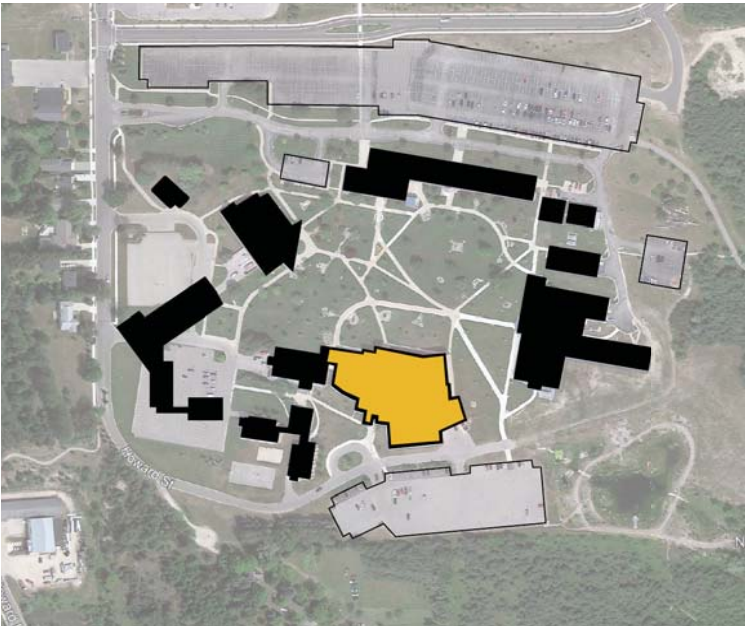
For winter months, a snow melt system may be recommended to provide for all-season use and access.

Enhanced landscaping would be recommended.

- DESIGN FEATURES:
- Universal accessible design.
  - Stage area for presentations, readings, concerts, and other activities.
  - Enhanced landscaping at the immediate site and surrounding area.
  - Sustainable systems implementation and innovation
  - Campus accessibility plan and implementation.



SCRC Renovation and Addition



Proposed renovations for the Student and Community Resource Center (SCRC) include cosmetic upgrades, better utilization of space, a designated Community entrance on the east and a designated Student entrance on the west side of the facility. The community entry would require an addition to the building.

Added physical education classrooms would be identified in areas adjacent to the main concourse on the main level (food service area) and on the upper level. Upper level catwalk space would be increased to provide added study enclaves adjacent to window areas.

Control counters/Service counters would be introduced at both the student and community south main entries. The upper level exercise rooms would be combined for a more open feel.

Vending/Ready-to-eat healthy choice food and beverage kiosks would be available near counter areas.

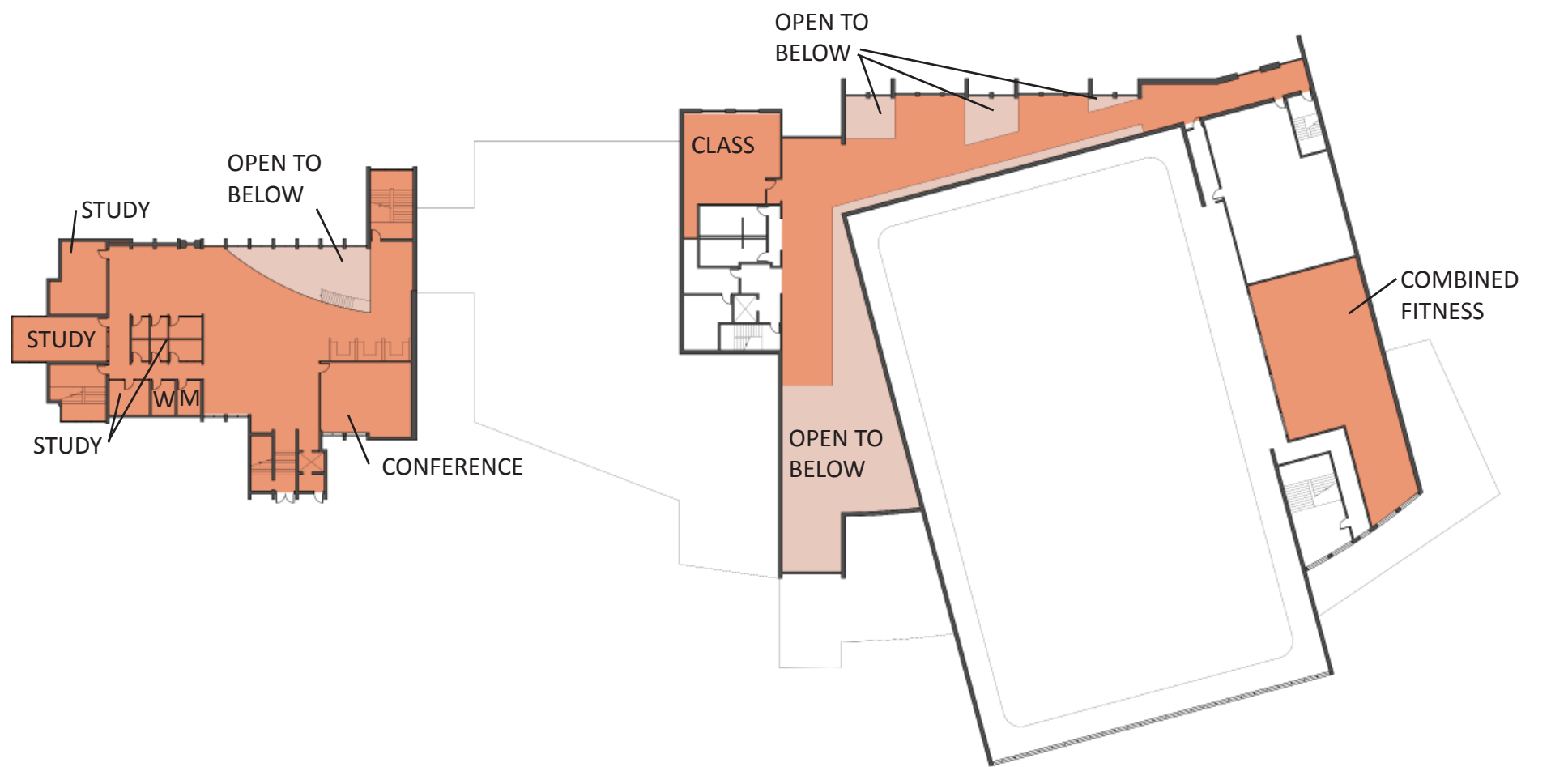
The exterior but related improvements may incorporate both permanent and temporary pickleball courts.

Temporary summer courts could be placed on special surface areas in the south Parking Lot #6, along with portable nets, stanchions, and temporary barricades (movable planters ) to separate the courts from traffic and parking areas.

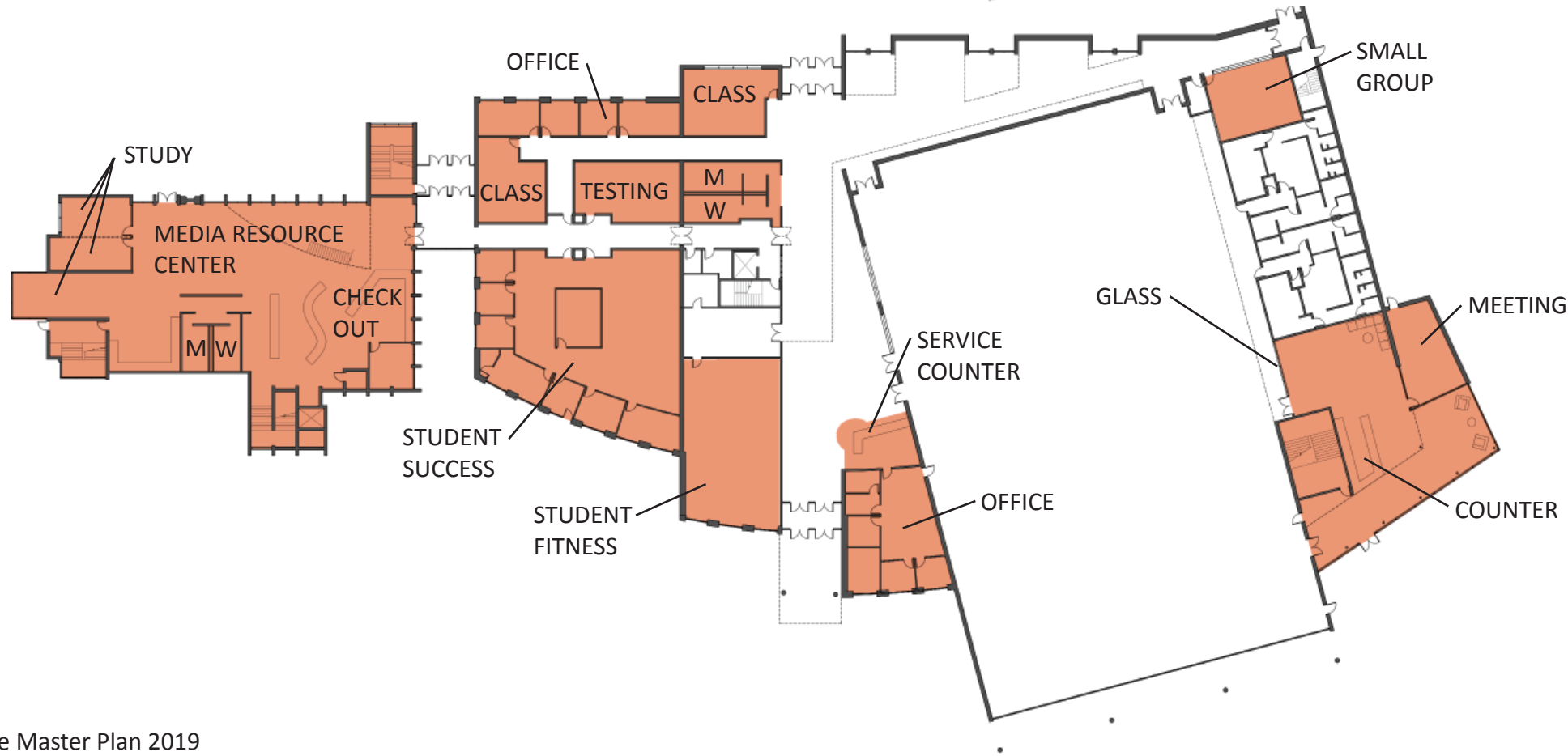
MAINTENANCE ITEMS:

- 1. Window assessment-Repair/replace as needed.
- 2. Exterior Maintenance:
  - Tuck point all brick/block
  - Storm Water management-gutters
  - Roof assessment-repair/replace as needed.
  - Stain/seal wood canopy
- 3 Mechanical,electrical, plumbing repairs as needed.
- 4. Sustainable implementation and innovation
- 5. Campus security assessment and upgrades.

SCRC Renovation and Addition

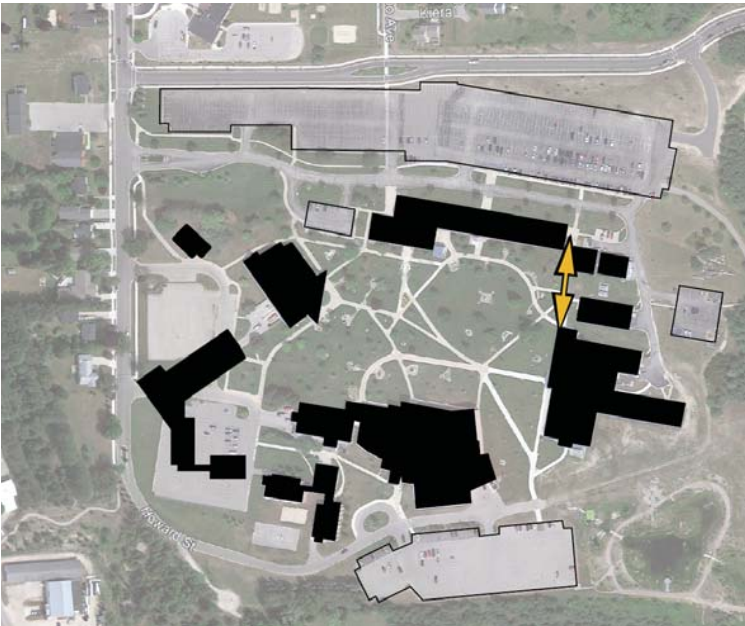


SECOND FLOOR



FIRST FLOOR

Covered Connector



The northeast entry point to the campus is heavily used by students to park in the north lots and attend the Technology Building, Health Education and Science Center, and Main Classroom Buildings. This area also attracts north winds and snow to make this access dangerous during the winter season.

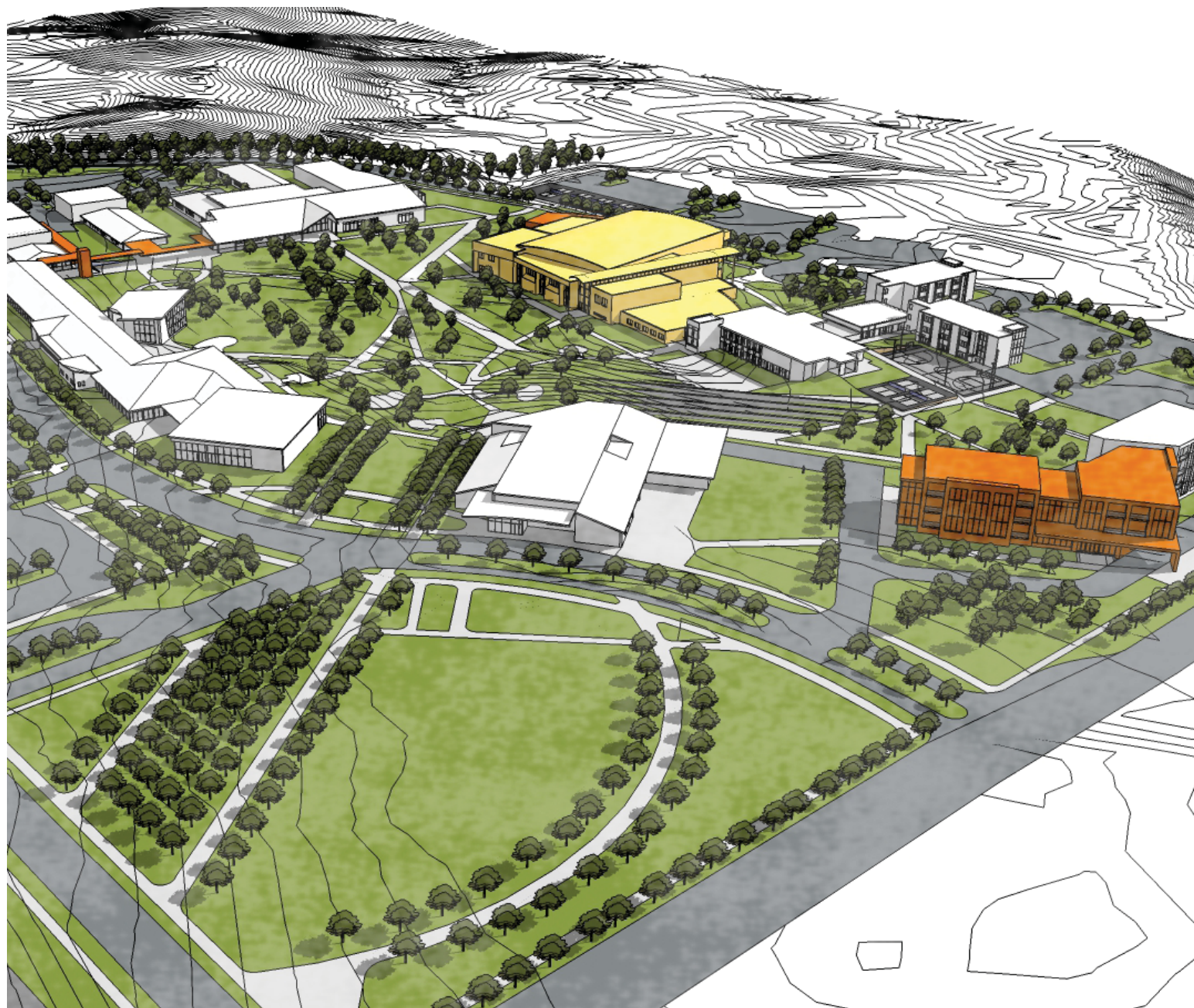
There are also four educational buildings that use this circulation route for access, with a drop in grade of 12” to 14’ over the length.

To make the buildings more accessible to wheelchairs and other devices, we suggest the combination of glass air block vestibules combined with covered canopies and heated sidewalks to accommodate safe use. The placement of an enclosed glass limited access lift (elevator) would help to accommodate the grade differences between the buildings and over all site. This improved route would access the environmentally sensitive areas and walkways to the natural acreage.

DESIGN FEATURES:  
Universal accessible design.  
Covered Walk for all season use.  
Possible Snow Melt.  
Enhanced landscaping at the immediate site and surrounding area.  
Sustainable systems implementation and innovation  
Campus accessibility plan and implementation.  
Campus security assessment and upgrades.



# Master Plan Phasing- 10 Years





10-15 YEAR FACILITIES PRIORITIES

1. Renovate current bookstore into a student fitness area and relocate the bookstore into a new addition to the Administration Building.
2. Plan and construct an addition to the west end of the Administration Building to accommodate the Campus Bookstore, student study areas, and additional office space. This addition would provide for an impressive west entry, and initial impression as people enter off Howard Street.
3. Add Phase Two/Three to the Residence Housing (if appropriate) along with associated parking, service access, and landscaping.
4. Expand landscaping standards to all areas.
5. Investigate co-partnerships evolving on campus with new companies that align with educational goals and facilities to accommodate their needs.
6. Investigate a core downtown Petoskey presence for NCMC.



North Central Michigan College Master Plan 2019

Master Plan Phasing Priorities- 15+ Years



11 -15 + Year Priorities- Facilities

- 1. Renovate current bookstore into a student fitness area and relocate the bookstore into a new addition to the Administration Building.
- 2. Plan and construct an addition to the west end of the Administration Building to accommodate the Campus Bookstore, student study areas, and additional office space. This addition would provide for an impressive west entry, and initial impression as people enter off Howard Street.
- 3. Add Phase Two/Three to the Residence Housing (if appropriate) along with associated parking, service access, and landscaping.
- 4. Expand landscaping standards to all areas.
- 5. Continue to enhance natural areas.
- 6. Investigate co-partnerships evolving on campus with new companies that align with educational goals and facilities to accommodate their needs.
- 7. Investigate a core downtown Petoskey presence for NCMC.

11-15+ Year Priorities- Programming

- 1. Renew Campus Master Plan and Strategic Plan.
- 2. Plan/prepare for Capital Outlay projects.
- 3. Continue community relationship building.
- 4. Continue business relationship building.
- 5. Enhance/adjust Club Athletics + Intercollegiate Athletics as needed.
- 6. Assess current and future trends and their application to students at NCMC.
- 7. Continue and cultivate Tribal Relationships.

11-15+ Year Priorities- Maintenance

- 1. Window assessment-Repair/replace as needed.
- 2. Exterior Maintenance:
  - Tuck point all brick
  - Repair/Replace EIFS with composite
  - Roof assessment-repair/replace as needed.
- 3. Mechanical,electrical, plumbing repairs as needed.
- 4. Sidewalk assessment and repair of cracks and uneveness.
- 5. Sustainable implementation and innovation.
- 6. Campus accessibility plan and implementation.
- 7. Campus Security assessment and upgrades.

Site Green Infrastructure Plan

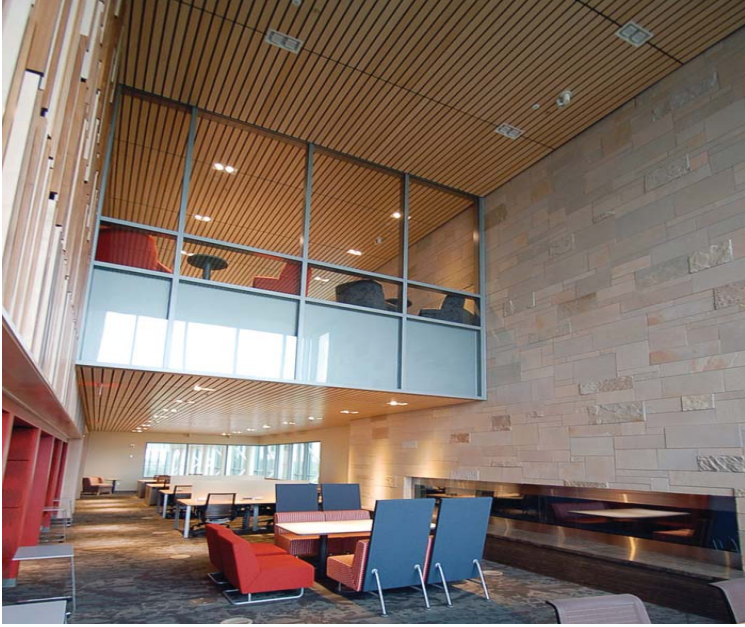
- LEGEND
- BIO-INFILTRATION (BIOSWALES AND RAIN GARDENS)
  - UPLAND NATIVE PRAIRIE (NO-MOW AREA)
  - MAJOR STORMWATER DRAINAGE DIRECTION



Master Plan Phasing- 15+ Years



Master Plan Phasing- 15+ Years



## Scope of Work, Costs & Inflationary Costs

### 5 Year Scope

1. Develop iconic identity signage at Atkins & Howard.
2. Provide a new addition for the Nursing program.
3. Renovate the Library into a multi-use, multi-functioning Innovation Center building.
4. Create new identifiable Campus entry/exit points off of Howard and Atkins. Combine with a drop off lane at the Library/Multi-Use Building.
5. Demolish former early child care structure.
6. Complete chilled water loop to the Residence Halls.
7. Renovate the existing Administration/Classroom Building for better student study areas and faculty interaction.
8. Landscape improvements at Parking Area #2.
9. Expand and renovate to accommodate the growing needs of the Technology Center, inclusive of skilled trades areas, and robotics/autonomous innovation space.
10. Create outdoor, convertible Pickleball courts at Parking Area #6.
11. Add trees to central courtyard to frame sculpture areas.
12. Construct informational pavilion at Natural Area Trailhead.
13. Update technology at Cheboygan and Gaylord satellite centers to aid in distance learning and live stream interactions.
14. Complete previously planned ring road around campus and to the baseball fields.
15. Provide addition onto Maintenance Building to house Campus Motor pool vehicles.

**1-5 Year Total Estimated Cost\***  
*\$17,540,000*

### 10 Year Scope

1. Develop and construct Phase One of Residence Hall 1.
2. Develop and construction Student Commons attached to Residence Hall 1.
3. Provide addition onto Maintenance Building to house Campus Motor pool vehicles.
4. Campus wide landscape improvements at parking areas and added trees to courtyard.
5. Sculpt grading to accommodate a barrier free amphitheater and gathering pavilion adjacent to the former library (Student Innovation Center).
6. Add trees to central courtyard to frame sculpture areas.
7. Provide the construction for a covered canopy and barrier free lift at the east Campus entry. Possible snow melt systems installed at this walk way.
8. Construct addition to the Student and Community Resource Center (SCRC) for community welcoming, and renovate selected areas for student physical education classrooms.

**6-10 Year Total Estimated Cost\***  
*\$11,700,000*

### 15+ Year Scope

1. Renovate current bookstore into a student fitness area and relocate the bookstore into a new addition to the Administration Building.
2. Plan and construct an addition to the west end of the Administration Building to accommodate the Campus Bookstore, student study areas, and additional office space. This addition would provide for an impressive west entry, and initial impression as people enter off Howard Street.
3. Add Phase Two/Three to the Residence Housing (if appropriate) along with associated parking, service access, and landscaping.
4. Expand landscaping standards to all areas.
5. Investigate co-partnerships evolving on campus with new companies that align with educational goals and facilities to accommodate their needs.
6. Investigate a core downtown Petoskey presence for NCMC.

**11-15 Year Total Estimated Cost\***  
*\$11,300,000*

\* All costs will need to add 4% inflation per year for every year after 2020 that they are implemented. This should be factored in for any Capital Outlay Request

\* See Appendix B for cost breakdown

# 5 YEAR PRIORITIZED GOALS:

## Capital Outlay Priorities



### ROAD MAP FOR NORTH CENTRAL'S FUTURE FACILITIES

While any master plan is focused on facilities, the understanding of what is important to NCMC from an instructional view, a communal view, and an operational view is critical.

The priorities, mission, and focus of the College dictate the immediate needs and features of facility improvements. This not only includes maintenance related work and infrastructure upgrades, but new facilities that are designed with a degree of flexibility for an ever-changing world. Low maintenance design using quality materials have a life cycle value to consider.

Energy efficient equipment, lighting, plumbing fixtures, use of recycled materials, and storm water management all assist in keeping operational costs lower, and displaying good stewardship of available dollars.

Colleges typically face challenges with the amount of funding available versus the cost of needs and priorities on campus. The selection of high priority projects will have the greatest impact on the College and provide the greatest return on investment for the students who attend NCMC.

Our plan identifies fourteen important projects that align with immediate needs (1-5 years) for the campus.

Projected future needs for the campus (6-10 years) identify another seven important projects.

Finally, looking at 11-15 years of needs identifies another six projects for consideration.

The following pages represent what we feel is a realistic, implementable plan if the College gained support from the State of Michigan Capital Outlay Program.

2019 Cost Estimates are anticipated to be in the \$10-\$14 million range, with inflationary rates of 4% for every year after 2020.

Existing maintenance needs could add another \$2.5 to \$4 million to this cost (2019 dollars).

# State of Michigan Capital Outlay Plans & Collaboration



## INNOVATION

To renovate the existing Library/Conference Center Building into a multi-purpose Student Innovation Center.

Currently underutilized, the existing structure would provide for dynamic space for a multiple number of uses, inclusive multi-media innovation, maker space, TED talks and other conferencing. The flexibility of the space would facilitate a number of open and contained areas for collaboration or focused discussion and development. Problem solving, creative thinking, and experimentation are adaptable to an existing structure that has abundant space, high ceilings, access to conference spaces, and accessibility.

The flexibility of the space will allow for emerging trends and technologies to be seamlessly adapted to an existing building.

Meeting and collaborating with State Capital Outlay officials and Department of Technology, Management and Budget personnel would be encouraged to promote this project for NCMC.

Estimated Cost: \$7.5 Million (2019 dollars)

The benefits of creating an Innovation Center on campus are numerous for students of all ages. Employers are all seeking the same attributes in candidates for technology, health care, skilled trades, business and other paths.

- Soft skills such as:
1. Being on time
  2. Work Ethic/Effort
  3. Body Language
  4. Energy
  5. Attitude
  6. Passion
  7. Teach-able
  8. Going the extra mile
  9. Preparation
  10. Empathy

Training to be PROBLEM SOLVERS AND INNOVATORS was one of the most sought after skills for employers...NO MATTER WHAT THE BUSINESS WAS.

## SKILLED TRADES

To renovate the existing Technologies Building and provide an addition that is flexible and accommodating for instruction on the skilled trades.

The renovation of the current Technologies building will provide for more efficient space, better power distribution, flexibility with equipment, and a better atmosphere to provide instruction to students who will be in high demand and employable in the region, and well as beyond.

A proposed 6,000+ sf high bay space with power, technology, lighting and flexible spaces that could be divided with racking systems that would provide individual or single large spaces for training, instruction, fabrication, systems testing, and other uses. The size would allow for the construction of system mock-ups and testing. Affiliation with siding manufactures, plumbing fixtures, electrical suppliers, window manufacturers and others would provide materials, systems and proper installation methods.

Meeting and collaborating with State Capital Outlay officials and Department of Technology, Management and Budget personnel would be encouraged to promote this project for NCMC.

Estimated Cost: \$5.5 Million (2019 dollars)

A two-year, hands-on trades program with an applicable business oriented class offering would position students to be immediately employable, in an industry that has a high demand.

Systems fabrication of building components prepared for field installation would help to alleviate the downward construction cycles in some areas.

Combined with a potential automotive technologies program, the employment opportunities for two year graduates would be available at any automotive dealership or repair shop in the region and beyond.

Advancing technologies in electric powered cars and trucks along with autonomous driving vehicles would put students in the heart of the present and the future.

## State of Michigan Capital Outlay Plans & Collaboration



### NURSING

**To expand the existing Health Education and Science Center to support the further growth and success of the nursing and health care programs.**

Expansion of the Nursing Program with a suggested 2,800 to 3,000 square foot addition will address an immediate need for the College and the community.

The aging demographics of the region and the country supports a growing and diverse medical profession. Along with local support from McLaren Northern Michigan, and regional exposure with Mid Michigan Medical Center (Alpena), and Munson Medical (Traverse City), the success of the nursing program at NCMC has identified this immediate need for expansion. This expansion would accommodate flexible classroom space, lab space, demonstration areas, storage, and allow for interaction with other related health care programming including emergency medical technicians (EMT), and public safety.

The addition would also allow for student collaboration with areas overlooking the adjacent sensitive ecological acreage.

The benefits of the suggested addition include providing flexible space for an existing program that is experiencing an enrollment surge.

The program provides both immediate employment opportunities to graduates at medical facilities, but also provides for a solid basis for continuation of studies to achieve a higher level of training in the medical field and related fields. We see a possible component of this as providing continuing education for professional development for returning professionals

Expansion of the facilities to assist EMTs and training of other safety personnel will provide a well rounded and collaborative experience for all.

The support of this proposed expansion is relevant to current regional needs, but also future needs, as the aging population requires more medically related assistance.

## Educational Benefits of Priority Projects



The identified priority projects will provide a benefit for the College, the Community, and the student population that is interested in relevant, immediate employment, and/or as a basis for continuing education in the field or at another higher education facility.

These projects will strengthen the educational role of NCMC in the community, but also contribute to the region, state, and global markets. We propose that a strong NCMC will attract support from regional employers, but also from the community in terms of time, collaboration and revenue.

The projects identified are ideal for the State of Michigan Capital Outlay Program, as they address many of the criteria:

1. Investment in existing facilities and infrastructure.
2. Life and safety deficiencies.
3. Occupancy and utilization of existing facilities.
4. Integration of sustainable design to enhance the efficiency and operations of the facility.
5. Estimated cost.
6. Institutional support.
7. Estimated operating costs.
8. Impact on tuition, if any.
9. Impact on job creation in this state.
10. History of prior appropriations received by the institution through the capital outlay process.

“Capital Outlay” means a project or facility financed either in whole or in part with state funds, including lease purchase agreements, to demolish, construct, renovate, or equip a building or facility for which total project costs exceed \$1,000,000.00. These projects may be on state owned property, property owned by an institution of higher education, property owned by a community college, or property under the control of the state building authority.  
- MCL 18.1113

## State of Michigan Capital Outlay Project Identification and Cost Estimates- 5 Year Prioritized Goals

### Project Identification:

1.	Create Identifiable main entries along Howard Street and Atkins that better address congestion from the adjacent Elementary School. SAFETY. <b>2020 Cost Estimate: \$450,000</b>	12.	Update technology at Cheboygan and Gaylord Satellite Campus Centers to aid in distance learning, live stream interactions, and distant career interviewing. CAREER ADVANCEMENT. <b>2020 Cost Estimate: \$40,000</b>
2.	Construct a new addition to the School of Nursing to alleviate current overcrowding and increasing enrollment in that program. NEED. <b>2020 Cost Estimate: \$780,000</b>	13.	Construct a new six bay vehicle maintenance addition to the existing Maintenance Facility. <b>2020 Cost Estimate: \$310,000</b>
3.	Renovate surplus space in the Library Building for a multi-functioning Student Innovation and Seminar Center with food service. IMMEDIATE NEED. <b>2020 Cost Estimate: \$2,100,000</b>	14.	Existing Residence Halls: repairs, window replacement, finishes replacement, door hardware. SECURITY. <b>2020 Cost Estimate: \$110,000</b>
4.	Renovate existing Iron Horse location into a new Library/Media Center/Student Study Center. MORE EFFICIENT EXISTING SPACE UTILIZATION. <b>2020 Cost Estimate: \$1,800,000</b>	15.	Complete previously planned ring road. SAFETY and SECURITY. <b>2020 Cost Estimate: \$1,780,000</b>
5.	Provide drop-off drive to new Student Innovation Center to assist with ADA/barrier free access. Add appropriate signage, landscaping and remove former President’s House. ACCESSIBILITY/UNIVERSAL DESIGN. <b>2020 Cost Estimate: \$1,090,000</b>	16.	Investigate co-partnerships with area companies that align with educational goals and facilities that may evolve on campus property. POSSIBLE REVENUE + INTERNSHIP LEARNING. <b>2020 Cost Estimate: Minor Costs</b>
6.	Complete chilled water loop for summer comfort at Residence Halls. HEALTH/MORE EFFICIENT SPACE USE IN SUMMER MONTHS <b>2020 Cost Estimate: See MEP Upgrades</b>	17.	Investigate a downtown Petoskey presence for NCMC. <b>2020 Cost Estimate: Rent, Free Donation?</b>
7.	Renovate offices and study rooms in the current Administration/Classroom Building. <b>2020 Cost Estimate: \$160,000</b>	18.	Mechanical, electrical, plumbing upgrades. MAINTENANCE ITEMS. <b>2020 Cost Estimate: \$3,992,370</b>
8.	Landscaping/trees at parking area to reduce heat island effect. SUSTAINABILITY. <b>2020 Cost Estimate: \$60,000</b>	19.	General Building Maintenance: Door/Frame/Hardware replacement- SECURITY Refinish existing exterior materials- MAINTENANCE Replace failed window systems- ENERGY EFFICIENCY Roof repairs- MAINTENANCE <b>2020 Cost Estimate: \$1,280,000</b>
9.	Renovate and expand the current Technology Building to accommodate skilled trades and emerging technologies programs. IMMEDIATE NEED. <b>2020 Cost Estimate: \$1,800,000</b>	<b>SUB-TOTALS: \$15,947,370</b>	
10.	Create outdoor sport court areas for student and community use. IMMEDIATE NEED. <b>2020 Cost Estimate: \$150,000</b>	<b>CONTINGENCY (10%): \$1,594,730</b>	
11.	Construction of an Informational Pavilion at the Trailhead of the Campus’ environmentally sensitive acreage. This would provide educational information on storm water filtration and management, invasive species control, wildlife viewing, and positive ecological impacts to Northern Michigan. SUSTAINABILITY. <b>2020 Cost Estimate: \$45,000</b>	<b>TOTAL (2020): \$17,542,100</b>	
		INFLATIONARY ADJUSTMENTS (4% per year) Estimates:	
		Year 2021:	\$18,243,784
		Year 2022:	\$18,973,535
		Year 2023:	\$19,732,477
		Year 2024:	\$20,521,776

## Local, Regional, and State Support



### SUPPORT

The importance of local community support is key. This includes but is not limited to area residents, visitors, school systems, businesses, hospitals, Rotary, Economic Development organizations, Tribal communities and others. Interaction should continue on a regular basis with as many stakeholders as possible.

The Emmet County community is fortunate to have a major health care presence, a strong K-12 School system, a Community College for higher education, and a beautiful natural environment.

#### NCMC should consider:

- Collaboration with the community is a priority
- Being an innovator-regionally, globally.
- Providing educational programs that are relevant to the present but also the future needs.
- Collaboration with the Area County School Districts (Emmet, Mackinac, Cheboygan, Otsego, Charlevoix)
- Collaboration with Environmental organizations and sustainable design organizations to protect and enhance the quality of life offered by the area.

### INTERACTION

Interaction and a collaborative presence in downtown Petoskey should be investigated.

The area residents and seasonal visitors should be aware of NCMC and the Community offerings they provide. When the population swells during the summer months and during winter sports months, deliberate efforts should celebrate the Petoskey area and NCMC.

Recreational opportunities for all ages and demographics is a strong draw to NCMC. The addition of outdoor, temporary pickleball courts at unused parking areas is recommended.

Enhancements at Bates Park for softball and little league hardball will be positive for both the community and the college.

A donor supplied (rent free) storefront presence in downtown may provide information to all that live, visit and work in the area and reach a larger population than what the campus may draw.

### OPPORTUNITIES

A direct connection with Lansing and governmental leaders that represent the Emmet County Area is crucial for support from the State. Communicating on what the leaders see as current and FUTURE educational needs will allow NCMC to become proactive in providing relevant and immediately applicable skills to students.

Preparation for Capital Outlay projects that align with the needs of the State, students, the Master Plan and align with the College's Strategic Plan should be prepared, preliminarily reviewed with State officials, and submitted to keep NCMC at the forefront of providing relevant, employable skills with facilities that enable flexibility, innovation, and inspiration.

Building and providing educational opportunities by and for Tribal students should be implemented and supported for growth.

Creation of a scholarship or paid two year tuition for graduating seniors from the five county area to attend NCMC should be pursued. A "Michigan Promise" type of program may assist in relieving the barrier of cost to potential students.

### ENGAGEMENT

Collaboration with area K-12 Schools and area districts should continue and be part of ongoing efforts to establish NCMC as a respected, affordable and relevant educational option.

Dual enrollment with high schools shows success and should be cultivated and allow for growth.

Collaboration with four year institutions should be reinforced with on campus representation from various Colleges and Universities (University Centers), continuing education needs, Internet/distance learning shared seminars and classes.

Choices for "on campus" housing options should be promoted for the area student seeking a comfortable transition into higher education without living at home. On campus options should also be promoted for international students looking for the scale and offerings of NCMC, and appreciation of the area. Food service support for on campus life should address the needs of the on campus and commuter students.

## Design Team Reviews

As previously mentioned, any Master Plan is a fluid and flexible document that requires adjustment or change in direction in the first few years. Unforeseeable conditions that arise require review and adjustments in an efficient manner to meet changing needs and provide relevant educational adjustments for students.

The Planning Team has committed to review the Master Plan and adjust any needed revisions once a year for years 2020, 2021 and 2022.

It is our intent to support NCMC, its continued success, and representation of one of the finest higher education options in Northern Michigan.



### 2020 REVIEW

The Design Team will meet with the NCMC Executive Committee to review the Master Plan and identify any areas that should be revised to fit current conditions.

This will most likely occur in the fourth quarter of the year to allow for adequate time to test and begin implementing planning goals.

The NCMC Strategic Plan will be reviewed for alignment with the Master Plan projects.

An addendum will be added to this Master Plan and reissued to the College.



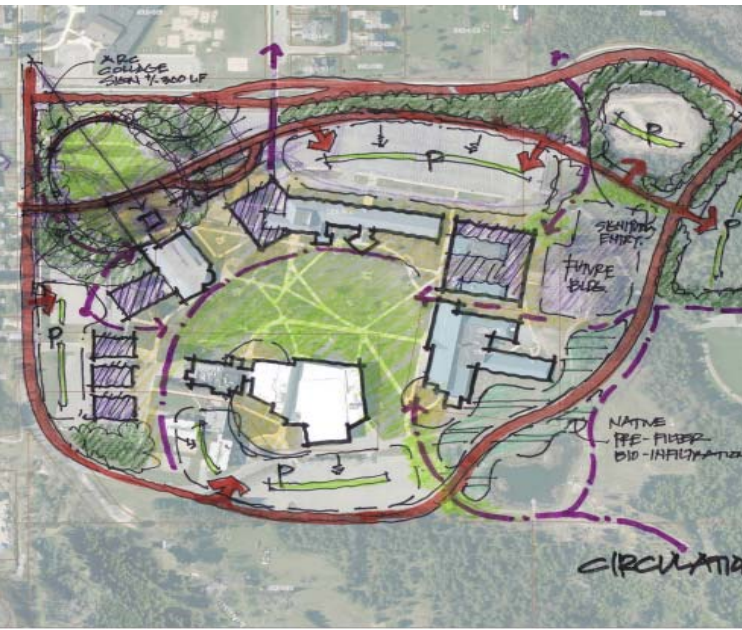
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### 2022 REVIEW

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The NCMC Strategic Plan will be reviewed for alignment with the Master Plan projects.

An addendum will be added to this Master Plan and reissued to the College.





**BOARD:** City Council

**MEETING DATE:** September 20, 2021

**PREPARED:** September 16, 2021

**AGENDA SUBJECT:** First Discussion of the 2022-2027 Capital Improvement Plan

**RECOMMENDATION:** That the City Council discuss – no action needed

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**Summary** This is the first discussion of the proposed six-year Capital Improvement Plan for 2022-2027. The Planning Commission has reviewed the draft Capital Improvement Plan (CIP) on August 19, 2021 and unanimously recommended approval by City Council. The draft CIP was posted on the City's website on September 9, 2021 with no comments received as of September 16, 2021.

**Please bring your copy of the 2022-2027 Capital Improvement Plan to the meeting.**

**Overview** The CIP represents a long-term financial plan that helps to establish priorities for the City's investment in capital infrastructure. The CIP, along with the Annual Budget, which appropriates funding for projects identified in the CIP, help set priorities and future direction for the City.

The 2022-2027 CIP totals \$53.5 million in expenditures, with capital spending in 2022 proposed at \$7.06 million, of which \$1.9 million (26.9%) is anticipated to come from grants or other outside sources of revenue.

**2022 Planned Projects Highlights** The 2022 plan contains funding for a variety of infrastructure improvements including street improvements, utility upgrades and shoreline enhancements. Specifically, highlights of capital improvement projects for 2022 include:

### **Streets and Drainage**

In 2022, East Lake Street from Kalamazoo Avenue to Division Street will be fully reconstructed with new pavement, ADA ramps and new sidewalks. Connecting side streets in this area include Kalamazoo Avenue, Ottawa Street, Summit Street, Clinton Street and Williams Street between East Lake Street and East Mitchell Street will also be reconstructed as part of this extensive capital street improvement project. The project will commence in Spring of 2022.

Another major street project includes leveraging an estimated \$375,000 in MDOT Small Urban grant dollars to complete miscellaneous pavement preservation, paving and street repairs. The City will earmark \$225,000 for this project that will focus on State Street from Howard Street to Kalamazoo Avenue. Total project costs are estimated at \$600,000 representing another strong investment in the City's street transportation system.

### **Water and Wastewater System**

The East Lake Street and the accompanying side streets infrastructure project will include replacing all underground utilities. Costs for both water and sewer main replacement are estimated at \$1.425 million including replacement of all lead and copper water service lines that are encountered when working on the underground utilities. Some sanitary sewer replacement will take place as part of the State Street project. \$25,000 has been budgeted for this purpose.

### **Sidewalks**

In our continuing efforts to improve upon walkability within the City of Petoskey, the City has budgeted \$450,000 for sidewalk additions and replacements in conjunction with the East Lake Street reconstruction projects as well as the State Street resurfacing projects. Miscellaneous City-wide sidewalk spot repairs will also be completed in 2022.

### **Electric System**

Each year the City completes substantial investments into the municipal electric distribution system enhancing reliability through system upgrades and the undergrounding of overhead electric lines. In 2022, the City will continue its strong investments in the electric distribution system by earmarking \$865,000 for system-wide upgrades.

Specifically, \$685,000 has been earmarked for the installation of three-phase underground lines in the residential areas of East Lake Street from Division Street to Kalamazoo Avenue and also the side streets as mentioned previously. Not only does undergrounding electric lines improve reliability of our municipal electric service delivery but it also creates more aesthetically pleasing neighborhoods. This underground electric infrastructure project will also improve valuable circuit redundancy for the downtown area minimizing the duration and frequency of electric outages. The City will also be completing electrical substation maintenance on the Mitchell Street and Petoskey Substation. Costs for substation repairs are estimated at \$40,000.

The City will continue our efforts to promote environmental sustainability and reduce the community's carbon footprint through the installation of electric vehicle charging stations in area parks and in downtown Petoskey. Electric vehicle charging stations will entice EV owners to visit the community creating yet another amenity to encourage visitors to Petoskey. \$40,000 has been budgeted for 3-4 charging stations, including replacement of the downtown charging unit. Lastly, \$100,000 has been budgeted to complete additional Geographical Information Systems (GIS) mapping transferring existing electric computer models and record drawings to an updated database.

### **Motorpool**

In an effort to reduce Motorpool costs, staff is proposing to further explore extending the useful life of public safety and other City vehicles. Specifically, this year we will not be purchasing a patrol vehicle for the Public Safety Department. Historically, patrol vehicles have been replaced every 3-4 years dependent upon repair and maintenance costs. Because today's vehicles are generally better built and can travel more miles, we will explore replacing patrol vehicles every 5+ years. Maintenance and repair costs will be monitored each and every year to determine if this approach is financially sound. Motorpool purchases planned for 2022 include the following:

- Three replacement pick-up trucks that are at least 10 years old-two trucks for the Water Department and one truck for Parks and Recreation;
- Replacement of a 2003 batwing mower for Parks and Recreation;
- Replacement of a 2009 crane truck for the Water Department;
- Replacement of a 2012 Staff vehicle with a potential electric vehicle;
- Replacement of a 2006 Bobcat Toolcat;
- Trade-in two tractor/snow blowers-purchase two new units.

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Similar to previous years, monies will be budgeted for engineering and design of a parking deck within the downtown district. Downtown businesses are reporting a very busy summer season in 2021 which should equate to additional parking meter revenues for this year. In July, 2019 City Council approved an increase in meter rates earmarking additional revenues for the expansion of downtown parking. The DMB and City may be at the point where sufficient revenues from parking meters could cover debt service costs for construction of a parking platform. 2021 year-end parking meter revenues will give a better forecast of what the DMB can expect in revenues with the increase in rates.

### **Buildings and Grounds**

In 2022, the City will demolish an old house at 620 Ingalls Avenue owned by the City that is beyond repair. The building has major structural and water intrusion issues and is unsafe for occupancy. Redevelopment options are being explored.

### **Parks and Special Facilities Improvements**

In the City's continuing efforts to improve upon and expand parks and city facilities, the City will undertake a variety of projects in 2022. To this end, the City is pursuing \$600,000 in grants and donations to construct a roof over the Winter Sports Park hockey rink. Roofing the rink will allow for an extended skating season with better quality ice. Currently, many skating days are lost because of melting ice from the sun or snow coverage.

The City's ever-popular skate park will see updated skating features in 2022. Many of the skating ramps were constructed almost 20 years ago and need to be replaced. The improvements to the skateboarding features complement the construction of two pickleball courts in 2020 creating diverse recreational amenities at Riverbend Park for young and old alike.

The City will also be pursuing improvements to our shoreline at Solanus Beach that include an ADA accessible boardwalk and installation of native landscaping. The project is consistent with the City's efforts to develop our shorelines in a more resilient, environmentally friendly manner illustrating to other coastal communities the importance of transitioning our ever-changing Great Lakes' shorelines to more natural habitats. This approach will also better dissipate wave energy minimizing shoreline damage east of this area along Bayfront Park. Grants are being pursued for this estimated \$250,000 project.

With an eye towards more regional hiking and biking trails near the City-owned Skyline Property, grants and donations may be forthcoming to purchase 58-acres in Bear Creek Township. If purchased, a trail master plan would be developed for the Boor Property in subsequent years. The project would expand Petoskey's well-earned reputation for offering premier hiking and biking trails.

The City will also undertake development of a park design plan for Washington Park. Promoting better access to the park from Washington Street and increasing park and recreational amenities will be the focus of these efforts. \$10,000 has been budgeted for this project.

Lastly, new decking will be installed on the bridge over the Bear River near City Hall. Additionally, planning of a regional dog park will continue. According to Beckett and Raeder officials, the River Road Sports Complex site utilizing land owned by Bear Creek Township is too wet and not appropriate for a dog park. The City is now pursuing a possible site at the Howard Road Landfill. \$50,000 has been budgeted for these two projects.

### **2023 Planned Project Highlights**

- Improvements to the Lime Kiln Well including new chlorine feed system, new submersible pumps and renovations to control and monitoring systems.
- Winter Sports Park roof repairs and interior renovations.
- Curtis Avenue Department of Parks and Recreation facility improvements and service drive construction.
- Full reconstruction including utility upgrades of Bridge Street from Franklin to the Bridge Street Bridge.
- Advanced Metering Infrastructure (AMI) system study.
- Miscellaneous sidewalk construction and repairs associated with the Bridge Street Reconstruction Project.
- Pennsylvania Park upgrades including a widening of Park Avenue sidewalk, new lighting and upgrades to stormwater management.

### **2024-2027 Planned Project Highlights**

The years 2024-2027 may have projects adjusted based on funding availability and demands. Some projects planned for the final four years of the CIP include:

- Howard Street reconstruction and utility upgrades from Jennings Avenue to State Street (2024);
- Two-block Downtown Greenway Corridor extension between Emmet Street and Washington Street (2024);
- Replacement of 60+ year old DPW building including green infrastructure and solar rooftop panels (2024);
- Construction of salt sheds and material storage building on north side of Sheridan Street (2025);
- Community gardens and yard waste disposal area relocated to south side of Sheridan Street (2025);
- Downtown streetscape improvements enhancing pedestrian safety and incorporating green infrastructure (2025);
- Improvements to Lockwood Park according to future master plan (2026);
- Residential electric underground conversion project on Elizabeth, Fulton, Franklin, Washington, and Bridge Streets (2026);
- Full street reconstruction to be identified at a future date (2026);
- Bear River Valley electric line underground conversion (2027);
- One mile of Little Traverse Wheelway resurfacing (2027);
- Livable shoreline development (2027).

**Action** No action is needed at this point. To further solicit public comment, staff recommends potential approval of the CIP by resolution occur at the October 4, 2021 City Council meeting. The draft CIP will continue to be posted on the City's website with an email address to send comments. All comments will be forwarded to City Council in the October 4, 2021 packet.

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Enclosures



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**2022-2027  
CAPITAL IMPROVEMENT  
PLAN**

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## Capital Improvement Plan 2022 through 2027 Overview

Mayor Murphy, Members of the Petoskey City Council, and Citizens of Petoskey:

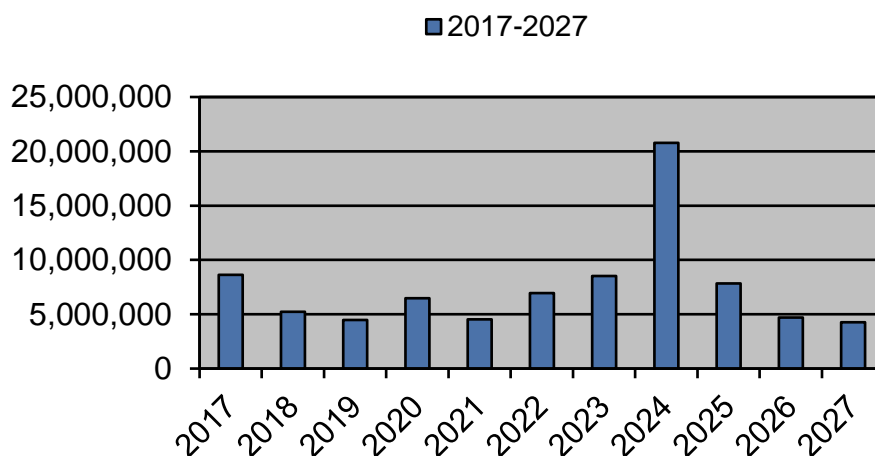
I am pleased to submit to you the 2022-2027 Capital Improvement Plan (CIP) for the City of Petoskey. Pursuant to the Planning Enabling Act, we have again developed a six-year capital plan that serves as an instrument to identify needs and financing sources for public infrastructure improvements. It also informs city residents how the City plans to address capital needs over the next six years.

This document gives significant direction to the City on funding priorities. However, only those programs scheduled during the first year are financed and adopted as part of the Annual Budget. Programs slated for construction in subsequent years may be adjusted or eliminated to reflect priority changes or funding constraints. In addition, projects beyond the six-year horizon are identified, some have funding sources while others lack an identified funding mechanism. Most of these needs exist today, or have already been deferred in recent years.

The CIP is a flexible plan that can be altered as conditions and regulations change. We will review all projects every year to evaluate any changes in scope, and to update all of our financing opportunities whether it be with tax revenues, bonds, grants or other outside funding sources.

The 2022-2027 CIP totals \$53.5 million in expenditures. Within the CIP, proposed projects in 2022 total \$7.06 million of which \$1.9 million (26.9%) is projected to come from grants or other outside sources.

The following chart compares the capital spending in previous years with the proposed 2022-2027 CIP.



2022 will be a very busy year for infrastructure improvements with the following projects slated to be completed:

- Major street and utility reconstruction project on Lake Street between Kalamazoo Avenue and Division Street and on adjacent streets between East Lake and East Mitchell Streets (\$2.65M);
- Winter Sports Park Hockey Rink Roof Construction (\$600,000);

- Improvements to Solanus Beach including a boardwalk and planting of native vegetation to control shoreline erosion (\$250,000);
- Potential engineering of a parking deck (\$350,000);
- Miscellaneous pavement preservation, paving and repair to rehabilitate State Street from Howard Street to Kalamazoo Street (\$600,000).

The six-year CIP was expanded upon to address critical infrastructure needs further into the future. These projects are listed under "Long-Term Projects/Capital Items Lacking Funding" and include a backlog of on-going maintenance issues such as:

- Bayfront Park livable shoreline development (\$7M);
- Little Traverse Wheelway resurfacing (\$2M for eight miles);
- Marina upgrades to respond to fluctuating water levels in Lake Michigan (costs to be determined);
- Relocation of the Little Traverse Wheelway along U.S. 31 from East Park to Magnus Park (estimated costs to be determined upon completion of schematic drawings in September of 2021);
- Lead water service line replacement (to be determined).

Other costly capital improvement projects scheduled for the long-term include new water wells (\$3.8M), new aeration blowers at the wastewater treatment plant (\$800,000) and a water main replacement from Sheridan Street to the US-131 water tower (\$1.4M).

The long-term capital projects list shall serve as a strong reminder to City officials of the need to address critical future infrastructure needs each and every year to maintain and enhance the highest quality municipal services.

Preparation of the CIP each year is a result of considerable efforts from staff in all departments of the City. I am especially grateful for the work of Department Heads, as well as Supervisors in each division who worked diligently to prioritize infrastructure needs within the context of limited budgets. My sincere thanks for their hard work and dedication.

Respectfully Submitted,



Rob Straebel  
City Manager

## **CIP Overview**

The Capital Improvement Plan is a six-year schedule of proposed major capital projects, cost estimates and financing methods. The requirement for capital budgeting is found in Act 33 of the Michigan Public Acts of 2008 being the Michigan Planning Enabling Act.

The Capital Improvement Plan (CIP) establishes the City's blueprint for investment in its capital infrastructure. This document is used as a tool to help ensure that the City's long and short-term capital investments are made in the context of careful consideration of the City's needs as well as the resources available to fund all projects.

The financial guidelines used in the preparation of the CIP will provide assurance that the City can meet, in a full and timely manner, both our debt service obligations and all other obligations competing for available resources. It is our objective to complete as many needed capital improvement projects as financially possible while maintaining flexibility and the ability to adapt to changes as they occur.

## **Capital Improvement Plan vs. Annual Operating Budget**

The Capital Improvement Plan and Annual Operating Budget are two critical documents prepared each year. The relationship between these two documents is summarized by the following points:

### **Capital Improvement Plan**

- Represents a long-term financial plan, including funding sources.
- Establishes priorities and serves as a planning document or blueprint for the City's investment in capital infrastructure.
- Provides a breakdown of major project costs and their phasing.
- Does not appropriate money.
- As indicated by the above points, the Annual Operating Budget is the document which authorizes the actual funding for the major and non-major capital projects.

### **Annual Operating Budget**

- Appropriates money to implement the first year of the Six-Year Capital Improvement Plan.
- Appropriates money to implement current year's phase of a major, multi-year project.
- Appropriates money for operating expenditures and expenditures of a continuing nature.

## **Capital Improvement Plan Guidelines & Benefits**

There are several key guidelines the Administration utilized in determining the City's fiscal capacity to complete capital projects over the next six years. These are summarized as follows:

- The Capital Improvement Plan will be reviewed and updated annually.
- The City has determined that paying cash for projects where financially possible (pay-as-you-go financing) reduces long term costs and maintains financial flexibility for the future. In utilizing pay-as-you-go financing, revenue projections and estimated fund balances will be reviewed and evaluated to assure that sufficient reserves are maintained.
- It is not economically feasible to issue debt for some projects, nor do all projects have a projected lifespan long enough to warrant the issuance of debt.
- Under current economic conditions, the ability to complete many projects will depend on identifying and obtaining outside sources of funding.
- Our philosophy for projecting property tax revenues is to be conservative. Between 2009 and 2012 property tax revenues decreased 20%. Fortunately, in the last three years the City has experienced increases in taxable value of 3.4% in 2019, and 2.9% in 2020 and 3.6% in 2021. For 2022, the City is being very conservative in our property tax revenue forecasts anticipating 2.5% in taxable value in 2022.
- The availability of adequate financial reserves or balances that can be used to address unforeseen contingencies or take advantage of sudden opportunities is a critical element in evaluating financial strength.

- Since a significant portion of outstanding debt and future capital improvements are related to the water and sewer utility, user fees associated with these utilities are evaluated in parallel with the CIP.
- As a matter of general policy, the City will do the following in order to be able to fund additional projects needed to serve the citizens of Petoskey:
  - Pursue, when feasible, federal, state and local assistance in the form of grants, low-interest loans, cost-sharing, etc.
  - Look increasingly at ways to obtain revenue through user fees as a means to fund capital projects or as a way to free-up other dollars so they may become available to fund capital projects.

There are many benefits of an effective and ongoing Capital Improvement Plan, including:

- Coordination of the community's physical planning with its fiscal planning capabilities;
- Ensuring that public improvements are undertaken in the most desirable order of priority;
- Assisting in stabilization of tax and utility rates and other charges over a period of years;
- Producing savings in total project costs by promoting a "pay as you go" policy of capital financing thereby reducing interest expense and financing costs;
- Providing adequate time for planning and engineering of proposed projects;
- Ensuring the maximum benefit of the monies expended for public improvements; and
- Scheduling municipal construction activities to be better coordinated with those of other public agencies within the community.

As a regional service center, the City of Petoskey streets, utilities (water, sewer, stormwater, electric), public facilities and parkland service much more than the City's 5,600 residents, therefore, the capital needs are many and will certainly surpass available resources. Capital improvement planning and budgeting encourages the early identification of those needs and resources and thus improves the scheduling, financing, and coordination of individual and related projects to reflect the goals and objectives established in the City's Master Plan and other planning documents.

### **Funding Sources**

The City of Petoskey primarily uses the General Fund, Enterprise Funds or Special Revenue Funds for capital project funding. Examples of Enterprise Funds in this CIP are Parking, Water, Sewer and Electric Funds. Special Revenue Funds are supported by resources dedicated to a specific use, but not supported entirely by their own fee structures. An example is the Right-of-Way Improvement Fund, which receives revenues through annual property-tax levies to offset costs of maintenance, operations and public improvements within street rights-of-way. Capital outlays for buildings and grounds, including parkland, come primarily from the General Fund or Tax Increment Finance Fund. Outside sources of funding have also significantly contributed to capital projects and are reflected in the current capital plan as well. Projects that identify outside funding sources have a more uncertain time-frame, but staff has attempted to be realistic with projections based on the need for a match in local funding.

### **Capital Improvement Plan and Structure**

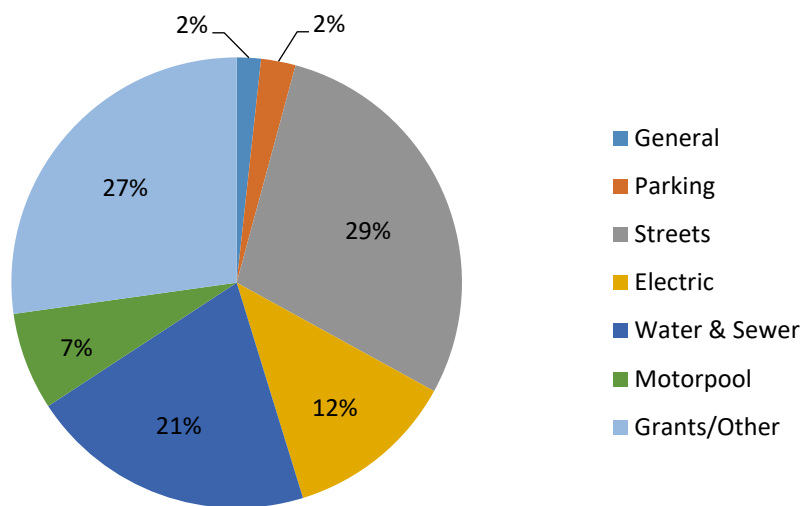
A capital expenditure is defined as an item that has a significant value and a useful life greater than three years. Expenditures for building construction and renovation, land purchases and improvements, and major equipment are generally capital expenditures in contrast to operating costs such as salaries, supplies and services that are budgeted annually in the various department operating budgets.

Significant value is defined for purposes of the Plan as any infrastructure project that costs \$25,000 or more and any equipment, materials or vehicles that cost \$10,000 or more. Minor capital purchases such as office furniture, computers, etc. are not included in this document.

Projects that correspond with City priorities and have a potential funding source available, are included in the Plan. The Capital Improvement Plan is then presented to both the Planning Commission and City Council. The CIP is designed to be amended on an annual basis, as projects scheduled in later years are identified on a needs basis, and may not have an available funding source. Projects can be added or subtracted as the needs and resources of the community change.

The 2022-2027 CIP provides information on seven project funding categories including: General; Parking; Streets; Electric; Water and Sewer; Motorpool; and Grants/Other.

### 2022 Capital Expenditures by Fund



### 2022 Scheduled Capital Improvement Projects

#### Streets and Drainage

In 2022, East Lake Street from Kalamazoo Avenue to Division Street will be fully reconstructed with new pavement, ADA ramps and new sidewalks. Connecting side streets in this area including Kalamazoo Avenue, Ottawa Street, Summit Street, Clinton Street and Williams Street between East Lake Street and East Mitchell Street will also be fully reconstructed as part of this large capital street project. The project will commence in Spring of 2022.

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Lastly, new decking will be installed on the bridge over the Bear River near City Hall. Additionally, Phase I of a regional dog park will commence at the River Road Sports Complex with construction of a parking lot on City property. The project is in cooperation with Bear Creek Township using township and city land for a new regional dog park. A total of \$50,000 has been budgeted for these two projects.

**City of Petoskey  
Capital Improvement Plan  
For the Years 2022 through 2027**

**Expenditure Summary**

<u>Fund</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
General	122,500	710,000	625,000	465,000	500,000	485,000
Parking	175,000	120,000	0	200,000	75,000	75,000
Streets	2,032,641	1,180,000	1,300,000	1,350,000	1,575,000	600,000
Electric	865,000	1,181,000	1,358,000	1,262,786	557,000	767,000
Water & Sewer	1,450,000	1,000,000	1,150,000	1,000,000	1,000,000	600,000
Motorpool	495,000	571,000	623,000	667,000	434,000	507,000
Grants/Other	1,922,000	3,970,000	15,762,500	2,892,000	575,000	1,325,000
<b>Total</b>	<b>7,062,141</b>	<b>8,732,000</b>	<b>20,818,500</b>	<b>7,836,786</b>	<b>4,716,000</b>	<b>4,359,000</b>
					<b>6-year Total</b>	<b>53,524,427</b>

**Revenue Summary**

<u>Fund</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
General	\$ 102,052	\$ 136,409	\$ 153,222	\$ 171,020	\$ 189,841	\$ 209,722
Parking	175,000	75,000	75,000	75,000	75,000	75,000
Streets	2,032,641	1,477,691	1,514,719	1,452,724	1,491,733	1,531,770
Electric	1,100,000	1,100,000	1,350,000	1,100,000	1,100,000	1,100,000
Water & Sewer	1,450,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Motorpool	550,000	550,000	450,000	550,000	450,000	450,000
Grants/Other	1,922,000	3,970,000	15,762,500	2,892,000	575,000	1,325,000
<b>Total</b>	<b>\$ 7,331,693</b>	<b>\$ 8,409,100</b>	<b>\$ 20,405,441</b>	<b>\$ 7,340,745</b>	<b>\$ 4,981,574</b>	<b>\$ 5,791,493</b>
					<b>Six Year Total</b>	<b>\$ 54,260,045</b>

**Revenue Assumptions**

General Fund and Streets based on General and ROW spreadsheet showing available balance and fund balance funding.  
Parking Fund based on assumption of \$75,000 in net income annually after meter rate increase.  
Electric Fund based on assumption of \$1,100,000 in net income and depreciation totaling in excess of this amount.  
Water & Sewer is allocated \$1,100,000 in total for both systems based on 2018 rate study.  
Motorpool based on net income plus depreciation exceeding \$450,000 annually and adjusted for available contribution from cash reserves. Adjust succeeding years for purchases that exceed allocated amount.  
Grants/Other is applicable grants covering a specific proposed project in the given year and projects that would require bonding.

**City of Petoskey**  
Capital Improvement Plan  
Revenue and Expense Estimates  
**General Fund**

	Actual 2019	Actual 2020	Budget 2021	Estimated					
				2022	2023	2024	2025	2026	2027
Revenues:									
Operating:									
General operating property tax revenue	\$ 3,379,545	\$ 3,471,855	\$ 3,455,100	\$ 3,558,753	\$ 3,665,516	\$ 3,757,153	\$ 3,851,082	\$ 3,947,359	\$ 4,046,043
Solid waste property tax revenue	222,152	228,255	225,800	232,574	239,551	245,540	251,679	257,970	264,420
Public Safety Equipment	383,191	390,705	-	-	-	-	-	-	-
Other sources**	4,984,342	4,750,383	4,761,100	4,808,711	4,856,798	4,905,366	4,954,420	5,003,964	5,054,004
Bond Proceeds/Grants-nonrecurring	291,770	397,229	140,000	-	-	-	-	-	-
Marina reserve capital outlay purchase			100,000						
	9,261,000	9,238,427	8,682,000	8,600,038	8,761,865	8,908,060	9,057,181	9,209,294	9,364,467
Less: bond proceeds/grants/contribution	291,770	397,229	240,000	-	-	-	-	-	-
Revenues as adjusted	\$ 8,969,230	\$ 8,841,198	\$ 8,442,000	\$ 8,600,038	\$ 8,761,865	\$ 8,908,060	\$ 9,057,181	\$ 9,209,294	\$ 9,364,467
Expenditures:				*	*	*	*	*	*
Original amount - less debt payments	\$ 8,415,032	\$ 8,459,207	\$ 8,672,400	\$ 8,497,986	\$ 8,625,456	\$ 8,754,838	\$ 8,886,160	\$ 9,019,453	\$ 9,154,744
Debt payments- public safety	504,900	1,059,200	216,500	100,000	100,000	100,000	100,000	100,000	100,000
Less:									
Cash reserves funding capital outlay	n/a	n/a	-	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Public Safety equipment purchase	n/a	(23,000)	-	-	-	-	-	-	-
Capital Outlay	n/a	n/a	(300,000)	-	-	-	-	-	-
Expenditures as adjusted	8,919,932	9,495,407	8,588,900	8,497,986	8,625,456	8,754,838	8,886,160	9,019,453	9,154,744
Revenues as adjusted	8,969,230	8,841,198	8,442,000	8,600,038	8,761,865	8,908,060	9,057,181	9,209,294	9,364,467
<b>Revenue available for projects &amp; outlays</b>	<b>\$ 49,298</b>	<b>\$ (654,209)</b>	<b>\$ (146,900)</b>	<b>\$ 102,052</b>	<b>\$ 136,409</b>	<b>\$ 153,222</b>	<b>\$ 171,020</b>	<b>\$ 189,841</b>	<b>\$ 209,722</b>

Tax revenue and other sources is estimated based on 2021 levels as follows; 2022 (+3.0%), 2023 (+3.0%), 2024 (+2.5%), 2025 (+2.5%), 2026 (+2.5%), 2027 (+2.5%)

\* Budget expenditure amounts for 2022 thru 2027 are based on adjusted expenditures increased at 1.5% annually above the previous year's amount.

Included \$100,000 per year available from General Fund Balance for years 2022 through 2027.

**City of Petoskey**  
Capital Improvement Plan  
Revenue and Expense Estimates  
**Street Funds**

2021 Budget	Major Street	Local Street	General Street	Total
Revenues:				
Operating	\$ 709,700	\$ 603,500	\$ 7,600	\$ 1,320,800
Contributions & grants	-	500,000	1,455,000	1,955,000
	709,700	1,103,500	1,462,600	3,275,800
Less: Contributions/grants	-	500,000	1,455,000	1,955,000
Revenues net of R.O.W. contributions	\$ 709,700	\$ 603,500	\$ 7,600	\$ 1,320,800
Expenditures:				
Total	\$ 578,300	\$ 1,169,700	\$ 1,380,900	\$ 3,128,900
Less:				
Construction*	-	808,000	503,000	1,311,000
Expenditures net of construction	578,300	361,700	877,900	1,817,900
Revenues net of R.O.W. contributions	709,700	603,500	7,600	1,320,800 ****
Operating revenue funded by R.O.W.	\$ (131,400)	\$ (241,800)	\$ 870,300	\$ 497,100

	Actual 2019	Actual 2020	Budget 2021	Estimated					
				2022	2023	2024	2025	2026	2027
Right of Way Fund:									
Property tax revenue ***	\$ 1,757,227	\$ 1,794,607	\$ 1,786,100	\$ 1,839,683	\$ 1,894,873	\$ 1,942,245	\$ 1,990,801	\$2,040,571	\$ 2,091,586
Contribution towards operating expenses**	690,096	621,981	497,100	507,042	517,183	527,526	538,077	548,839	559,815
Revenue available - ROW Fund	1,067,131	1,172,626	1,289,000	1,332,641	1,377,691	1,414,719	1,452,724	1,491,733	1,531,770
Street Funds:									
Cash Reserves available - Capital Outlay	-	-	-	700,000	100,000	100,000	-	-	-
<b>Revenue available-Capital Outlay</b>	<b>\$ 1,067,131</b>	<b>\$ 1,172,626</b>	<b>\$ 1,289,000</b>	<b>\$ 2,032,641</b>	<b>\$ 1,477,691</b>	<b>\$ 1,514,719</b>	<b>\$ 1,452,724</b>	<b>\$1,491,733</b>	<b>\$1,531,770</b>

\* Construction includes street, sidewalk, forestry and engineering costs

\*\* Total operating revenue contribution increased 2% each year from 2021 amount.

\*\*\* Tax revenue and other sources is estimated based on 2021 levels as follows; 2022 (+3.0%), 2023 (+3.0%), 2024 (+2.5%), 2025 (+2.5%), 2026 (+2.5%), 2027 (+2.5%)

\*\*\*\* Contributions to the General Street Fund include an annual contribution from the Electric Fund in the amount of \$250,000.

**City of Petoskey**  
**Capital Improvement Plan**  
**Revenue and Expense Estimates**  
**Tax Increment Finance Authority**

	Actual 2019	Actual 2020	Budget * 2021	2022	2023	Estimated			
						2024	2025	2026	2027
Revenues:									
Captured tax revenue	\$ 407,969	\$ 396,386	\$ 389,000	\$ 400,670	\$ 412,690	\$ 423,007	\$ 433,583	\$ 444,422	\$ 455,533
Interest income	10,716	12,988	8,000	4,000	4,000	4,000	4,000	4,000	4,000
	418,685	409,374	397,000	404,670	416,690	427,007	437,583	448,422	459,533
Less:	-	-	-	-	-	-	-	-	-
Total revenue	<u>\$ 418,685</u>	<u>\$ 409,374</u>	<u>\$ 397,000</u>	<u>\$ 404,670</u>	<u>\$ 416,690</u>	<u>\$ 427,007</u>	<u>\$ 437,583</u>	<u>\$ 448,422</u>	<u>\$ 459,533</u>
Expenditures:									
Contracted services	\$ 452,652	\$ 300,861	\$ 400,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Lease payment to Debt Service Fund	231,400	225,000	236,000	264,000	254,000	247,000	222,000	215,000	210,000
Total expenditures	684,052	525,861	636,000	274,000	264,000	257,000	232,000	225,000	220,000
Total revenues	418,685	409,374	397,000	404,670	416,690	427,007	437,583	448,422	459,533
<b>Rev. available- Capital Improvement</b>	<u>\$ (265,367)</u>	<u>\$ (116,487)</u>	<u>\$ (239,000)</u>	<u>\$ 130,670</u>	<u>\$ 152,690</u>	<u>\$ 170,007</u>	<u>\$ 205,583</u>	<u>\$ 223,422</u>	<u>\$ 239,533</u>

Tax revenue and other sources is estimated based on 2021 levels as follows; 2022 (+3.0%), 2023 (+3.0%), 2024 (+2.5%), 2025 (+2.5%), 2026 (+2.5%), 2027 (+2.5%)

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2022

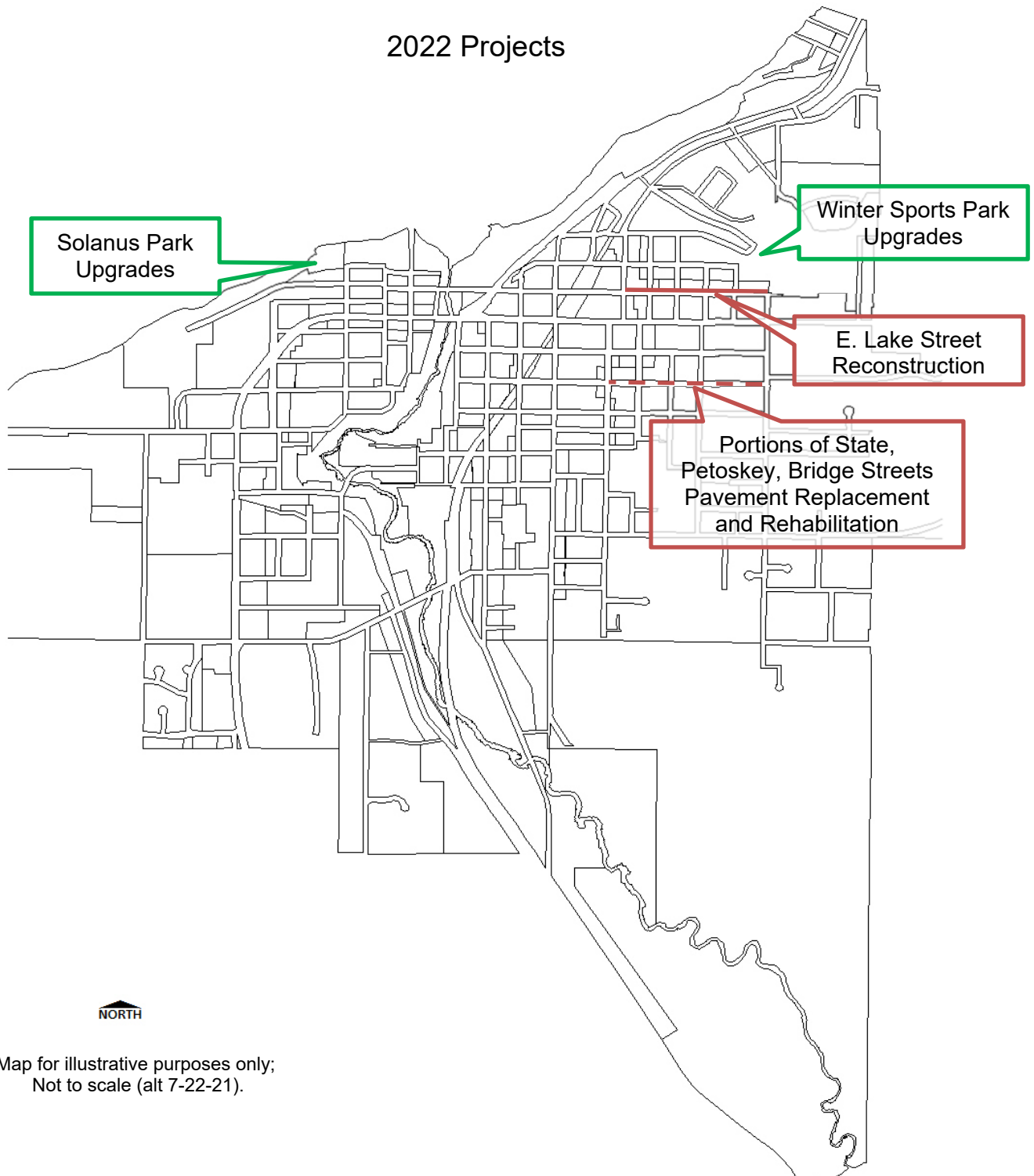
PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>STREETS AND DRAINAGE</u></b>										
East Lake Street - Kalamazoo to Division; and also Kalamazoo, Ottawa, Summit, Clinton, Williams between East Mitchell and East Lake Street	Full Reconstruction including sidewalks and ADA ramps.	Right-of-Way			1,357,641					1,357,641
Miscellaneous Pavement Preservation, Paving and Repair	The purpose of this project is to replace or rehabilitate existing pavement and curb lines. Small Urban Grant funding will be utilized to rehabilitate State Street from Howard to Kalamazoo.	Right-of-Way			225,000				375,000	600,000
<b><u>WATER AND WASTEWATER SYSTEM</u></b>										
Water - East Lake - Kalamazoo to Division and adjacent streets between East Lake and East Mitchell Streets	Replacement of water mains and components in conjunction with street reconstruction.	Operating Revenue					700,000			700,000
Sanitary - East Lake - Kalamazoo to Division and adjacent streets between East Lake and East Mitchell Streets	Replacement of sanitary mains and components in conjunction with street reconstruction.	Operating Revenue					600,000			600,000
Miscellaneous Water Main Spot Repairs and Lead and Copper Service Investigations	Water repairs will take place in conjunction with the State Street resurfacing project along with lead and copper service investigations and possible replacement on East Lake Street project.	Operating Revenue					125,000			125,000
Miscellaneous Sanitary Sewer Main Spot Repairs and Upgrades	Sanitary sewer main work will take place in conjunction with the State Street resurfacing project.	Operating Revenue					25,000			25,000
<b><u>SIDEWALKS</u></b>										
Miscellaneous Sidewalk Construction and Replacement	Sidewalk additions and replacements will take place in conjunction with East Lake Street reconstruction and the State Street resurfacing project along with miscellaneous City-wide spot repairs.	Right-of-Way			450,000					450,000
<b><u>ELECTRIC SYSTEM</u></b>										
Residential Conversion Project (Portions of East Lake, Bay, Ottawa, Summit and Clinton Streets)	Conversion of the existing overhead distribution circuit to underground within residential corridors including new three-phase underground on East Lake Street from Division Street to Kalamazoo Avenue. Provides redundant circuit into the CBD area, converts to more reliable underground, and moves the circuit to the new 7.2/12.5kV system.	Operating Revenue				685,000				685,000
Substation Maintenance	Completion of maintenance on the Mitchell Road Substation power transformer and voltage regulators, plus the Petoskey Substation circuit reclosers.	Operating Revenue				40,000				40,000
Electric Vehicle (EV) Charging Stations	Installation of 3-4 charging stations including replacement of the existing downtown charging unit.	Operating Revenue				40,000			20,000	60,000
Electric System GIS Database	Preparation of back-end database for Electric System GIS. Includes transfer of existing electric computer model and record drawings into database.	Operating Revenue				100,000				100,000

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2022

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>MOTOR POOL</u></b>										
Pickup Truck - Water - Replacement	Replace Water Unit #34 (2012).	Operating Revenue						35,000		35,000
Pickup Truck - Water - Replacement	Replace Water Unit #65 (2010).	Operating Revenue						35,000		35,000
Pickup Truck - Parks and Recreation - Replacement	Replace Parks and Recreation Unit #53 (2010).	Operating Revenue						35,000		35,000
Batwing Mower - Replacement	Replace Unit #148 (2003).	Operating Revenue						80,000		80,000
Crane Truck - Water - Replacement	To replace truck #33 (2009).	Operating Revenue						155,000		155,000
Staff Vehicle - Replacement	To replace Motor Pool vehicle with an Electric Vehicle (EV). Unit #25 (2012).	Operating Revenue						45,000		45,000
Bobcat Toolcat with Attachments, Snow Blower, Forks, Rotating Broom & Box - Replacement	Replace Utility Vehicle Unit #112 (2006).	Operating Revenue						80,000		80,000
Tractor/Snow Blower Units	Trade-in Sidewalk Snow Blower Units #7 and #8 (2017).	Operating Revenue						30,000		30,000
<b><u>DOWNTOWN AREA</u></b>										
Engineering of a Parking Deck	Engineering of a parking deck on the City owned lot.	Parking		175,000					175,000	350,000
<b><u>BUILDINGS AND GROUNDS</u></b>										
Demolition of 620 Ingalls Avenue	City owned building used to store History Museum artifacts - building beyond repair.	Operating Revenue	25,000							25,000
<b><u>PARKS AND SPECIAL FACILITIES</u></b>										
Marina Fuel System Replacement	Tanks and piping will be 26 years old and in need of replacement and to increase diesel storage capacity.	Operating Revenue							250,000 Grant/Reserves	250,000
Festival Place Shelter Roof	Replace shingle roofing with metal roofing similar to Bear River pavilion.	Operating Revenue	30,000							30,000
Riverbend Skate Park Equipment	The original skate park equipment was purchased in 2002, with additional purchases in 2008 and 2012. This project would replace the 2002 equipment, including the original wood ramps and would add new skate elements to the facility.	Operating Revenue							10,000	10,000
Winter Sports Park Hockey Rink Improvements	Construction of a cover over the hockey rink to extend usability.	Operating Revenue							600,000 State and Local Grants	600,000
Bayfront Park West - Solanus Beach Improvements	Improvements to the beach area including an accessible boardwalk to the water and native landscaping.	Operating Revenue							250,000 TIFA/LWCF	250,000
Property Purchase - Boor	Purchase of 58 acres adjacent to the City Skyline Property in Bear Creek Township.	Operating Revenue	32,500						217,000 Donations/grant	249,500
Washington Park Design	Updates to preliminary park concepts	Operating Revenue	10,000							10,000
Pedestrian Bridge Decking - City Hall	Re-decking of the existing bridge	Operating Revenue							25,000 TIFA	25,000
Dog Park - Phase 1	Regional park possibly in conjunction with Bear Creek Township.	Operating Revenue	25,000							25,000
<b>Grand Totals</b>			122,500	175,000	2,032,641	865,000	1,450,000	495,000	1,922,000	7,062,141

# City of Petoskey 2022-2027 Capital Improvement Plan

## 2022 Projects



Map for illustrative purposes only;  
Not to scale (alt 7-22-21).

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2023

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>STREETS AND DRAINAGE</u></b>										
Miscellaneous Pavement Preservation, Paving and Repair	This project is to replace or rehabilitate existing pavement and curb lines. Streets to be considered are Porter and Maple Streets that fall under the category of fair to poor based on PASER ratings.	Right-of-Way			310,000					310,000
Bridge Street - Franklin Street to the Bridge	Full reconstruction of Bridge Street including sidewalks and ADA ramps.	Right-of-Way			350,000					350,000
<b><u>WATER AND WASTEWATER SYSTEM</u></b>										
Water - Miscellaneous Water Main Spot Repairs and Upgrades	Water main work will take place in conjunction with street resurfacing projects along with lead and copper service investigations and replacement.	Operating Revenue					50,000			50,000
Water - Bridge Street - Franklin Street to the Bridge	Replacement of water mains and components in conjunction with street reconstruction.	Operating Revenue					200,000			200,000
Sanitary - Miscellaneous Sewer Main Spot Repairs and Upgrades	Sewer main work will take place in conjunction with street resurfacing.	Operating Revenue					50,000			50,000
Sanitary - Bridge Street - Franklin Street to the Bridge	Replacement of sanitary mains and components in conjunction with street reconstruction.	Operating Revenue					200,000			200,000
Lime Kiln Well and Control Building Improvements	The Lime Kiln Well was developed 35 years ago. Improvements would include conversion from a t-vertical turbine pump system to a submersible pump system, updated chlorine feed systems and renovations to control and monitoring systems.	Operating Revenue					400,000			400,000
Advanced Metering Infrastructure (AMI) System Study	Study the installation of initial phase of water AMI system.	Operating Revenue					100,000			100,000
<b><u>SIDEWALKS</u></b>										
Miscellaneous Sidewalk Construction and Replacement	Sidewalk additions and replacement on Bridge Street between Franklin Street and the Bridge. Also miscellaneous sidewalk additions and spot repairs City-wide.	Right-of-Way			400,000					400,000
<b><u>ELECTRIC SYSTEM</u></b>										
Advanced Metering Infrastructure (AMI) System Study	Study of the installation of initial phase of electric AMI system. Provides for time-of-use energy sales, automatic meter reading, remote disconnects/reconnects, and outage detection.	Operating Revenue				100,000				100,000
Residential Conversion Project - Bay & Rose; portions of Williams and Clinton Streets	Conversion of the existing overhead distribution circuit to underground within residential corridors. Removes very old overhead system, converts to more reliable underground and prepares for conversion to 7.2kV.	Operating Revenue				386,000				386,000
Residential Conversion Project - Grand Avenue	Conversion of the existing overhead distribution circuit to underground within residential corridors. Removes very old overhead system and converts to more reliable 7.2kV underground system.	Operating Revenue				158,000				158,000

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2023

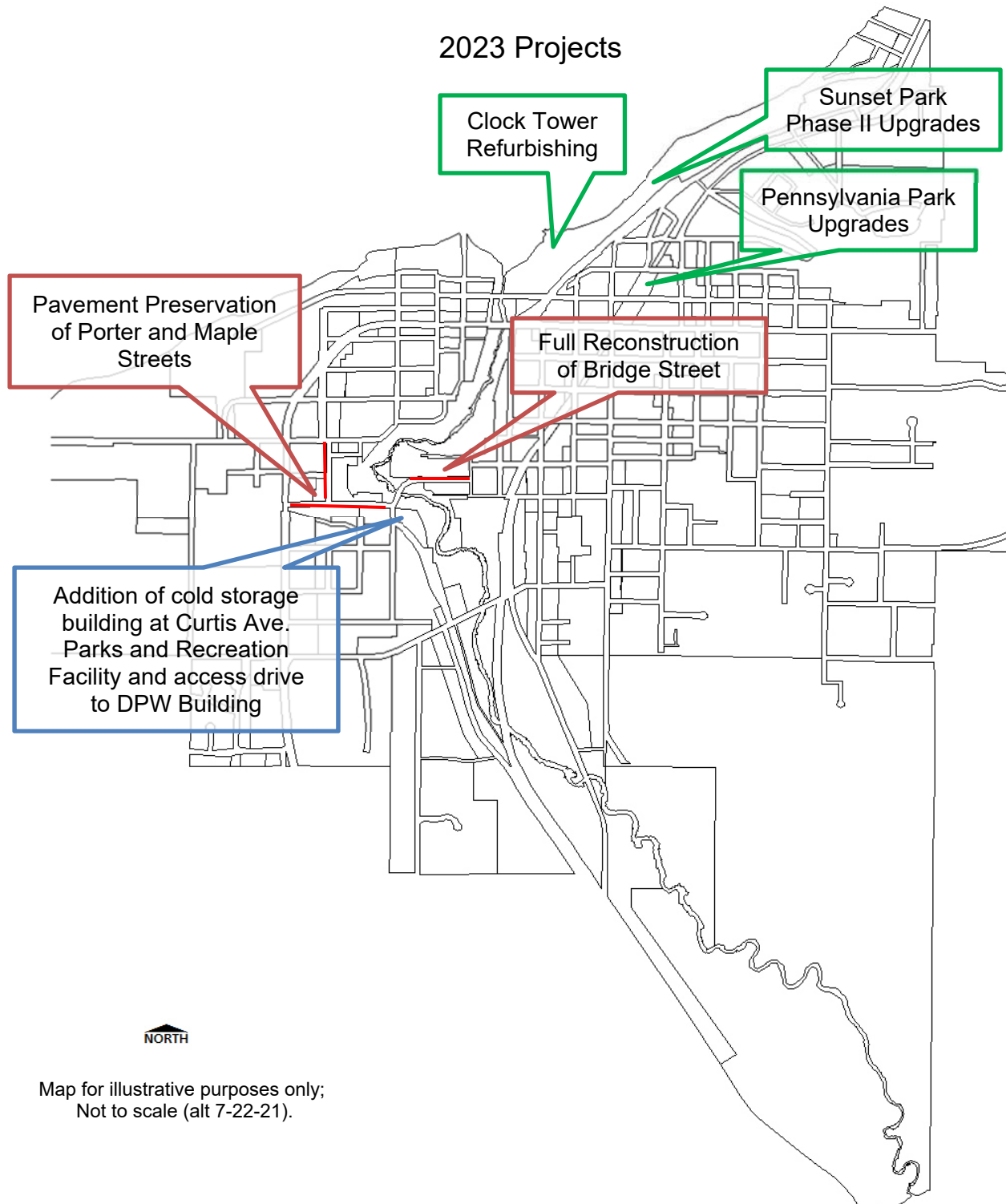
PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
Residential Conversion Project - Maple and Porter	Conversion of the existing overhead distribution circuit to underground within residential corridors. Removes very old overhead system, converts to more reliable underground and prepares for conversion to 7.2/12.5kV.	Operating Revenue				362,000				362,000
Electric Vehicle (EV) Charging Stations	Installation of two EV charging stations.	Operating Revenue				50,000				50,000
Electric System GIS (Primary Equipment)	Addition of primary (15kV) equipment into GIS system and deployment of tablets to field crews.	Operating Revenue				50,000				50,000
<b><u>MOTOR POOL</u></b>										
Bucket Truck - Electric - Replacement	Replace Unit #83 (2001).	Operating Revenue						175,000		175,000
Patrol Vehicle - Replacement	Replace 4x4 patrol vehicle #445 (2017) with 2023 model. Painting and lettering required.	Operating Revenue						52,000		52,000
Pickup Truck - CBD Water Truck - Replacement	Replace Unit #52 (2008).	Operating Revenue						30,000		30,000
Heavy Duty Plow Truck/Underbody - Streets - Replacement	Replace Unit #93 (2006).	Operating Revenue						180,000		180,000
Toro Workman Rescue Cart - Public Safety - Replacement	Replace Rescue Utility Cart Unit #441 (2006).	Operating Revenue						27,000		27,000
Toro Workman Utility Cart - Parks and Rec - Replacement	Replace Unit #174 (2008).	Operating Revenue						15,000		15,000
Toro Workman Rescue Cart - Public Safety - Replacement	Replace Rescue Utility Cart Unit #541 (2008).	Operating Revenue						27,000		27,000
Batwing Groundmaster - Replacement	Replace Unit #188 (2009).	Operating Revenue						65,000		65,000
<b><u>DOWNTOWN AREA</u></b>										
Parking Lot Paving	Pave existing lot and pay station installation.	Parking		70,000						70,000
<b><u>BUILDINGS AND GROUNDS</u></b>										
Bayfront Park Clock Tower	Refurbish tower lights and clock mechanisms.	TIFA							75,000 TIFA	75,000
East Lake Street Fire Station	Paint apparatus room, radiant heat tube replacement, and possible solar array.	Operating Revenue	200,000							200,000
Curtis Avenue Department of Parks and Recreation Facility Improvements	Improvements to include cold storage facility for DPW and Parks and Recreation and service drive improvements to connect facility to DPW facility.	Operating Revenue							3,400,000	3,400,000

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2023

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>PARKS AND SPECIAL FACILITIES</u></b>										
Pennsylvania Park Upgrades	As part of the Downtown Greenway Corridor site amenities from Bay Street to East Mitchell Street, Park Avenue sidewalk widening, landscaping and storm water management improvements will be constructed in accordance with final engineered plans. Grant funding would offset Street/Sidewalk Fund.	Operating Revenue		50,000	100,000	75,000			150,000	375,000
Washington Park Access Engineering	Washington Park currently has limited access from Petoskey Street off of Washington Street and from Petoskey Street off of Sheridan Street, with limited parking taking place primarily on the streets. This project proposes to create a turn-around style parking lot off of Petoskey Street on the south end of the park and provide improved access to Washington Street on the north side of the park, and create a new pedestrian access off of Emmet Street into the park area and extend sidewalks to key areas within the park.	Operating Revenue	10,000		20,000					30,000
Pennsylvania Park Upgrades	A plaza adjacent to East Mitchell Street, where the annual tree-lighting occurs, will be created to improve the area for community gatherings.	Operating Revenue	75,000						25,000	100,000
Winter Sports Park Building Roof	The existing Winter Sports Park building will be 33 years old in 2023. Replacement of roof will be the first phase of improvements possibly including roof-top solar, with siding and deck repairs in 2024.	Operating Revenue	100,000							100,000
Winter Sports Park Building Interior Renovations	Interior renovations are anticipated and will include painting, concession and restroom sink and counter replacements, and replacement of the skate proof flooring on main level and door replacement at air lock entryway. These repairs are necessary and in particular the skate proof flooring. Failure of the flooring will jeopardize main level floor and underlying decking and joists.	Operating Revenues	70,000						20,000 Local Grant	90,000
Little Traverse Wheelway Resurfacing	Replace 1/2 mile segment of LTW.	Operating Revenue	130,000							130,000
Lockwood Park Upgrades	Upgrade the court to a multi-use Pickleball/Basketball court.	Operating Revenue	125,000						100,000	225,000
Sunset Park Phase II	Additional park improvements to include overlook deck and site re-grading for improved pedestrian access.	TIFA							200,000	200,000
<b>Grand Totals</b>			710,000	120,000	1,180,000	1,181,000	1,000,000	571,000	3,970,000	8,732,000

# City of Petoskey 2022-2027 Capital Improvement Plan

## 2023 Projects



Map for illustrative purposes only;  
Not to scale (alt 7-22-21).

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2024

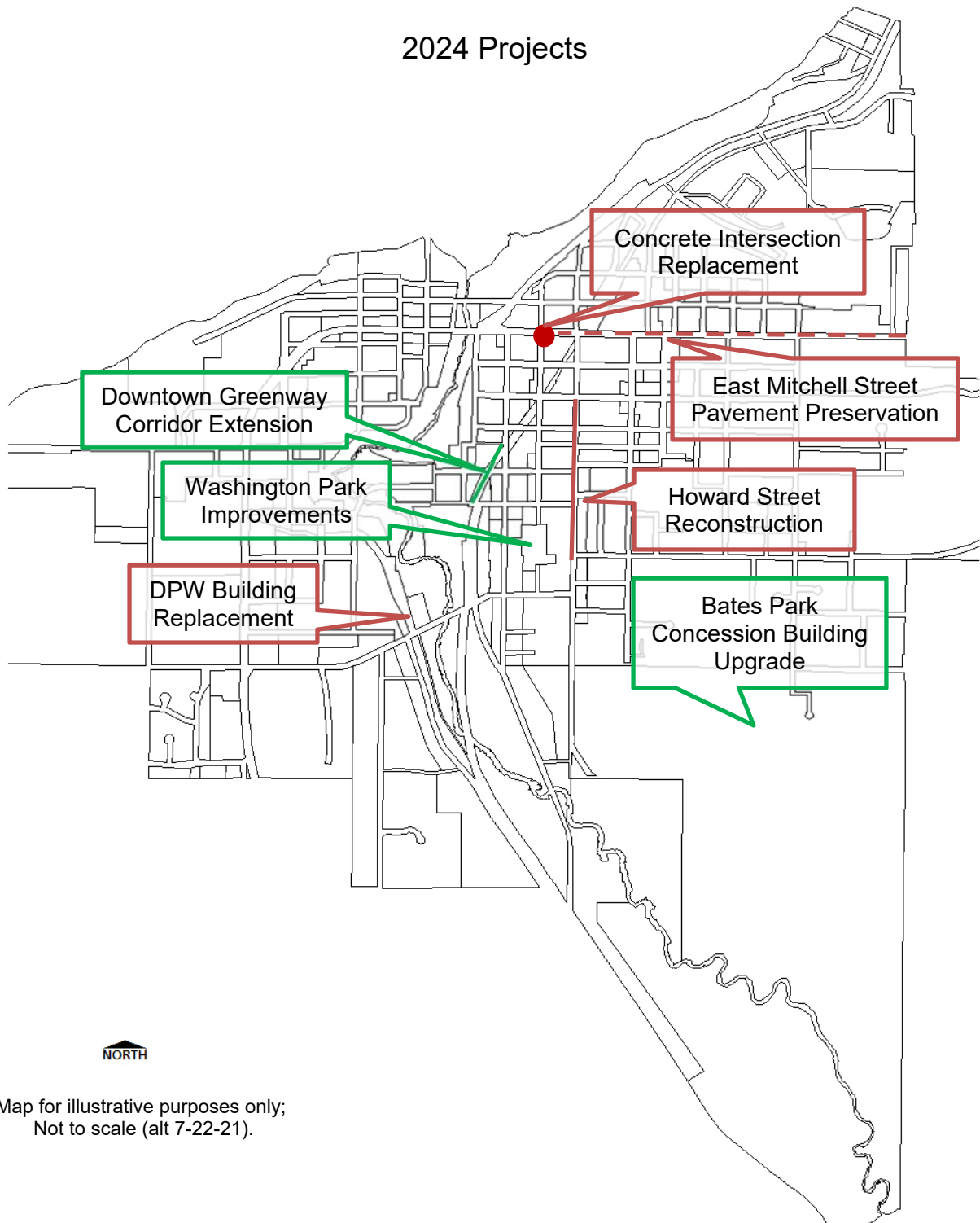
PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>STREETS AND DRAINAGE</u></b>										
Howard Street from State Street to Jennings Avenue	Full reconstruction including sidewalks and ADA ramps.	Right-of-Way			900,000					900,000
CBD - East Mitchell Street and Petoskey Street Intersection	To replace the concrete intersection that was removed previously and not replaced.	Right-of-Way							150,000	150,000
Miscellaneous Pavement Preservation, Paving and Repair - East Mitchell Street	The purpose of this project is to replace or rehabilitate existing pavement and curb lines. Small Urban Grant funding will be utilized to rehabilitate East Mitchell Street from Division Street to the City Limit. Work to be coordinated with Emmet County Road Commission repaving of East Mitchell from City limit to Division Road.	Right-of-Way			100,000				187,500 State Grant	287,500
<b><u>WATER AND WASTEWATER SYSTEM</u></b>										
Water - Howard Street and Miscellaneous Water Main Spot Repairs and Upgrades	Water main work will take place in conjunction with street reconstruction.	Operating Revenue					550,000			550,000
Sanitary - Howard Street and Miscellaneous Sewer Main Spot Repairs and Upgrades	Sewer main work will take place in conjunction with street reconstruction.	Operating Revenue					450,000			450,000
Advanced Metering Infrastructure (AMI) System	Continuation of water AMI system.	Operating Revenue					100,000			100,000
<b><u>SIDEWALKS</u></b>										
Miscellaneous Sidewalk Construction and Replacement	Sidewalk additions and replacement will occur in conjunction with street projects and in priority locations established in the Non-Motorized Facilities Plan.	Right-of-Way			200,000					200,000
<b><u>ELECTRIC SYSTEM</u></b>										
Residential Conversion Project - Portions of Howard, Rush, Fulton, and Pearl Streets	Conversion of the existing overhead distribution circuit to underground within residential corridors. Removes very old overhead system, converts to more reliable underground and completes conversion in this area to 7.2/12.5kV.	Operating Revenue				206,000				206,000
46kV Metering Structure Replacement	Replacement of the 50+ year old 46kV metering structure at the River Road connection to the 46kV transmission system. Replaces aged wood pole structure at this critical system connection point.	Operating Revenue				250,000				250,000
Petoskey Sub 46kV, PET6 & PET8 Underground	Conversion of the 46kV transmission line and circuits PET6 & PET8 to underground from Petoskey Substation to the south side of the salt shed. Improves reliability of the transmission service into the substation, prepares for voltage conversion of circuit PET8, and creates required space for expansion of the DPW Building.	Operating Revenue				522,000				522,000
Advanced Metering Infrastructure (AMI) System	Continuation of electric AMI system.	Operating Revenue				330,000				330,000
Electric System GIS (Secondary and Services)	Addition of secondary (600V) and service lines into GIS system.	Operating Revenue				50,000				50,000

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2024

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>MOTOR POOL</u></b>										
Front End Loader - Streets - Replacement	Replace Unit #107 (2003).	Operating Revenue						200,000		200,000
Patrol Vehicle - Replacement	Replace 4x4 patrol vehicle #446 (2018) with 2024 model. Painting and lettering required.	Operating Revenue						52,000		52,000
Public Safety Marine Apparatus - Replacement	Replace Unit #526 (2007).	Operating Revenue						35,000		35,000
Staff Vehicle - Public Works - Replacement	Replace Unit #26 (2015).	Operating Revenue						35,000		35,000
One-ton Dump Truck - Streets Division - Replacement	Replace Unit #62 (2008).	Operating Revenue						41,000		41,000
35,000 GVW Plow Salt/Sand Spreader Replacement	Replace Unit #96 (2007) along with salt and sand unit and plow.	Operating Revenue						200,000		200,000
DPW Garage Fork Lift - Replacement	Replace Unit #114 (1991).	Operating Revenue						30,000		30,000
Outfront Mower - Parks and Rec - Replacement	Replace Parks and Rec Unit #180 (2013).	Operating Revenue						30,000		30,000
<b><u>DOWNTOWN AREA</u></b>										
Construction of a Parking Deck	Construction of a deck on a City-owned lot.	Parking		TBD					3,500,000	3,500,000
<b><u>BUILDINGS AND GROUNDS</u></b>										
Public Safety West	The building was constructed in 2011 and it is anticipated the overhead doors will need replacement.	Operating Revenue	75,000							75,000
Public Safety West	The building was constructed in 2011 and it is anticipated the garage floor will need to be resealed.	Operating Revenue	15,000							15,000
Replacement of DPW Building	Existing building is 60+ years old, does not meet operational needs and is inefficient. New building to incorporate green infrastructure and rooftop solar panels.	Revenue Bonds							11,500,000	11,500,000
<b><u>PARKS AND SPECIAL FACILITIES</u></b>										
Bates Park Concession Building	Concession will be 25 years old in 2024 and in need of roofing and siding and potential roof-top solar.	Operating Revenue	100,000							100,000
Downtown Greenway Corridor Extension	Design and construction of the corridor between Emmet Street and Washington Street following rail corridor property purchase in 2020.	Operating Revenue	150,000						100,000	250,000
Marina Parking Lot Resurfacing	In 2024, the parking lot will be 34 years of age and will be in need of resurfacing. The lot has been used to house marina spoils prior to disposal which accelerated the decline of the top coat. In 2010, the lot was patched to accommodate the marina expansion utilities. Grant and restricted marina funds will be used to finance the lot resurfacing.	Marina Reserve	25,000						25,000 State Grant	50,000
Washington Park Improvements	Construction of access improvements and amenities identified through a master plan process, possibly including play area, pavilion and restrooms.	Operating Revenue	200,000		100,000		50,000		200,000	550,000
Winter Sports Park Building Siding and Decking	The existing Winter Sports Park building will be 34 years old in 2024 and exterior siding and decking will be needed to maintain structure.	Operating Revenue	60,000						100,000	160,000
<b>Grand Totals</b>			625,000	TBD	1,300,000	1,358,000	1,150,000	623,000	15,762,500	20,818,500

# City of Petoskey 2022-2027 Capital Improvement Plan

## 2024 Projects



Map for illustrative purposes only;  
Not to scale (alt 7-22-21).

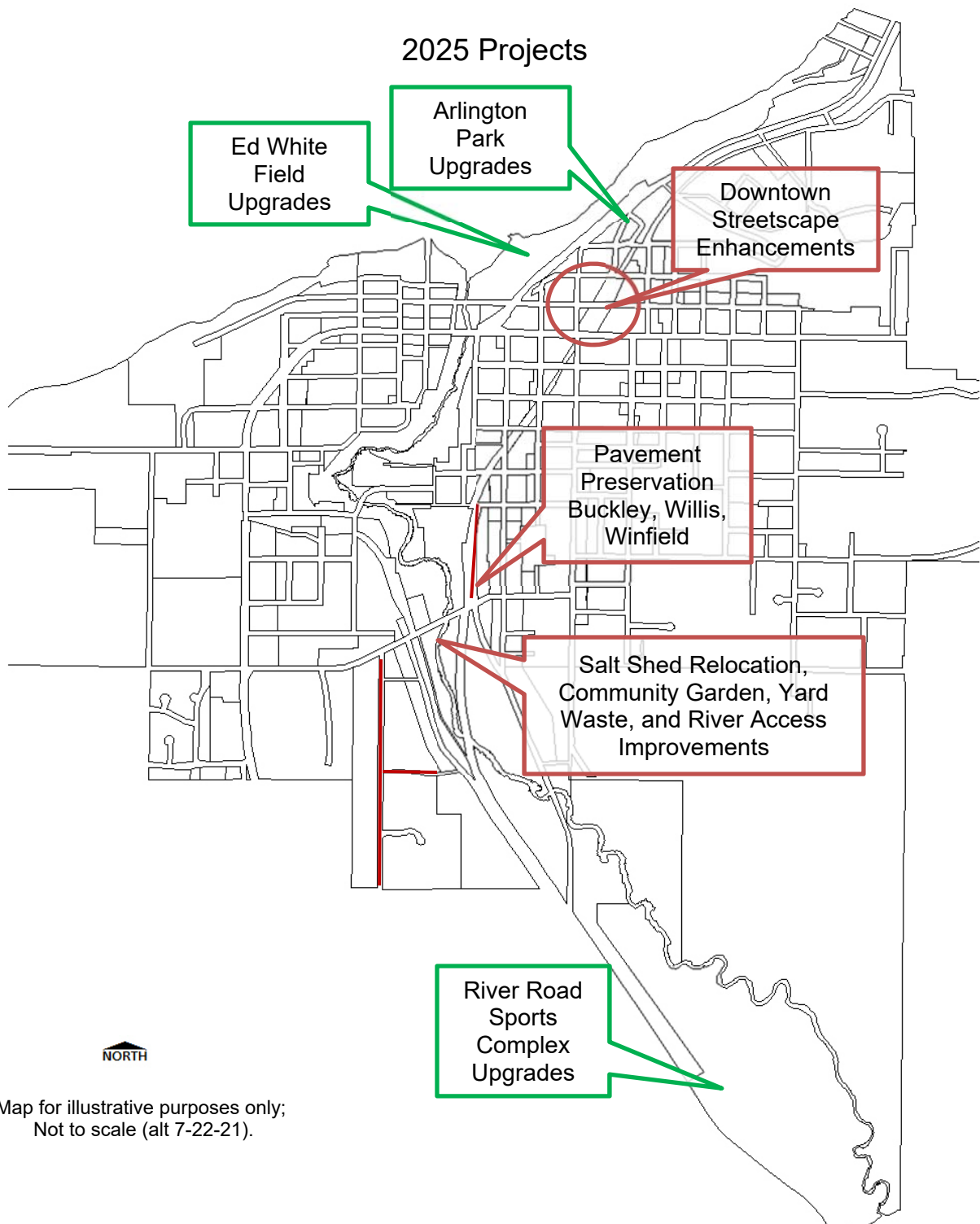
City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2025

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>STREETS AND DRAINAGE</u></b>										
Miscellaneous Pavement Preservation, Paving and Repair	This project is to replace or rehabilitate existing pavement and curb lines. Streets to be considered are Willis, Winfield, and Buckley that fall under the category of fair to poor based on PASER ratings.	Right-of-Way			500,000					500,000
Central Business District Streetscape Enhancements	The streetscape enhancements identified through the DMB Study.	Operating Revenue							TBD	TBD
<b><u>WATER AND WASTEWATER SYSTEM</u></b>										
Water - Miscellaneous Water Main Spot Repairs and Upgrades	Water main work will take place in conjunction with street resurfacing projects along with lead and copper service investigations and replacement.	Operating Revenue					500,000			500,000
Sanitary - Miscellaneous Sewer Main Spot Repairs and Upgrades	Sewer main work will take place in conjunction with street resurfacing.	Operating Revenue					500,000			500,000
<b><u>SIDEWALKS</u></b>										
Miscellaneous Sidewalk Construction and Replacement	Sidewalk additions and replacement will occur in conjunction with street projects and in priority locations established in the Non-Motorized Facilities Plan.	Right-of-Way			350,000					350,000
<b><u>ELECTRIC SYSTEM</u></b>										
Advanced Metering Infrastructure (AMI) System	Continuation of electric AMI system.	Operating Revenue				420,000				420,000
Residential Conversion Project (Jennings Avenue plus portions of Howard, Jefferson and Waukazoo Streets)	Conversion of the existing overhead distribution circuit to underground within residential corridors. Removes very old overhead system, converts to more reliable underground and completes conversion in this area to 7.2/12.5kV.	Operating Revenue				468,786				468,786
Cemetery Road Underground	Conversion of the existing 7.2/12.5kV overhead open-wire distribution circuit to underground along a portion of Cemetery Road starting at the City limits. Converts this section of mainline circuit serving large load customers to a more reliable underground system.	Operating Revenue				206,000				206,000
River Road Sport Complex Service	Installation of three-phase underground along River Road from 800 feet south of Standish Avenue to the River Road Sports Complex to support a solar array demonstration project and electric needs.	Operating Revenue				168,000				168,000
<b><u>MOTOR POOL</u></b>										
Patrol Vehicle - Replacement	Replace vehicle #447 (2019) with 2025 model. Convert and/or replace equipment from old unit; painting and lettering required.	Operating Revenue						52,000		52,000
1 Ton Dump Truck - Parks and Rec - Replacement	Replace Parks and Rec Unit #61 (2012).	Operating Revenue						40,000		40,000
1 Ton Dump Truck - Streets - Replacement	Replace Streets Unit #66 (2011).	Operating Revenue						50,000		50,000
Pickup Truck with Plow - Replacement	Replace Streets Division Unit #70 (2015).	Operating Revenue						40,000		40,000
Heavy Duty Plow Truck/Underbody - Streets - Replacement	Replace Unit #98 (2012).	Operating Revenue						210,000		210,000
Heavy Duty Hydraulic Sewer Cleaner	Replace Unit #99 (2005).	Operating Revenue						240,000		240,000
Outfront Mower - Parks and Recreation - Replacement	Replace Parks and Recreation Unit #115 (2015).	Operating Revenue						35,000		35,000

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2025

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>DOWNTOWN AREA</u></b>										
Parking Lot Paving	Paving existing lot and pay station installation.	Operating Revenue		75,000						75,000
Replacement of Road Trolley	In 2025 the road trolley will be 26 years old and in need of replacement.	Operating Revenue		125,000						125,000
<b><u>BUILDINGS AND GROUNDS</u></b>										
Fire Station - East Lake	Energy upgrades (HVAC and windows).	Operating Revenue	50,000							50,000
Salt Sheds and Materials Storage Area	Existing salt sheds are 30+ years old and must be upgraded. Sheds and material storage bins would potentially be relocated to the north side of Sheridan Street as part of the DPW campus upgrades.	Operating Revenue			500,000				1,210,000	1,710,000
Community Gardens Park and Yard Waste Drop Off Area	Community gardens would be relocated to the south side of Sheridan Street in proximity of current yard waste drop off and salt shed area. Site to be upgraded to enhance Bear River Valley/Iron Bell Trail and launch area with restrooms, as well as improved yard waste drop off and community gardens.	Operating Revenue							1,307,000 State Grant TIFA Bonds	1,307,000
<b><u>PARKS AND SPECIAL FACILITIES</u></b>										
Marina Restroom/Shower	Improvements to the Marina restrooms and showers include interior renovations to counter tops, partitions and painting. Shower renovations will include tiling and faucets.	Operating Revenue	25,000							25,000
Ed White Field	The facility was constructed in 1989 and will be in need of floor upgrades in scorers room, siding, bleachers and lighting upgrades.	Operating Revenue	155,000							155,000
Curtis Park Improvements	Development of a park master plan.	Operating Revenue	10,000							10,000
River Road Sports Complex	Construction of restrooms at River Road Sports Complex.	Operating Revenue	100,000						250,000 State Grant	350,000
Arlington Park Improvements	Based on Master Plan developed in 2022.	Operating Revenue	125,000						125,000	250,000
<b>Grand Totals</b>			465,000	200,000	1,350,000	1,262,786	1,000,000	667,000	2,892,000	7,836,786

# City of Petoskey 2022-2027 Capital Improvement Plan



Map for illustrative purposes only;  
Not to scale (alt 7-22-21).

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2026

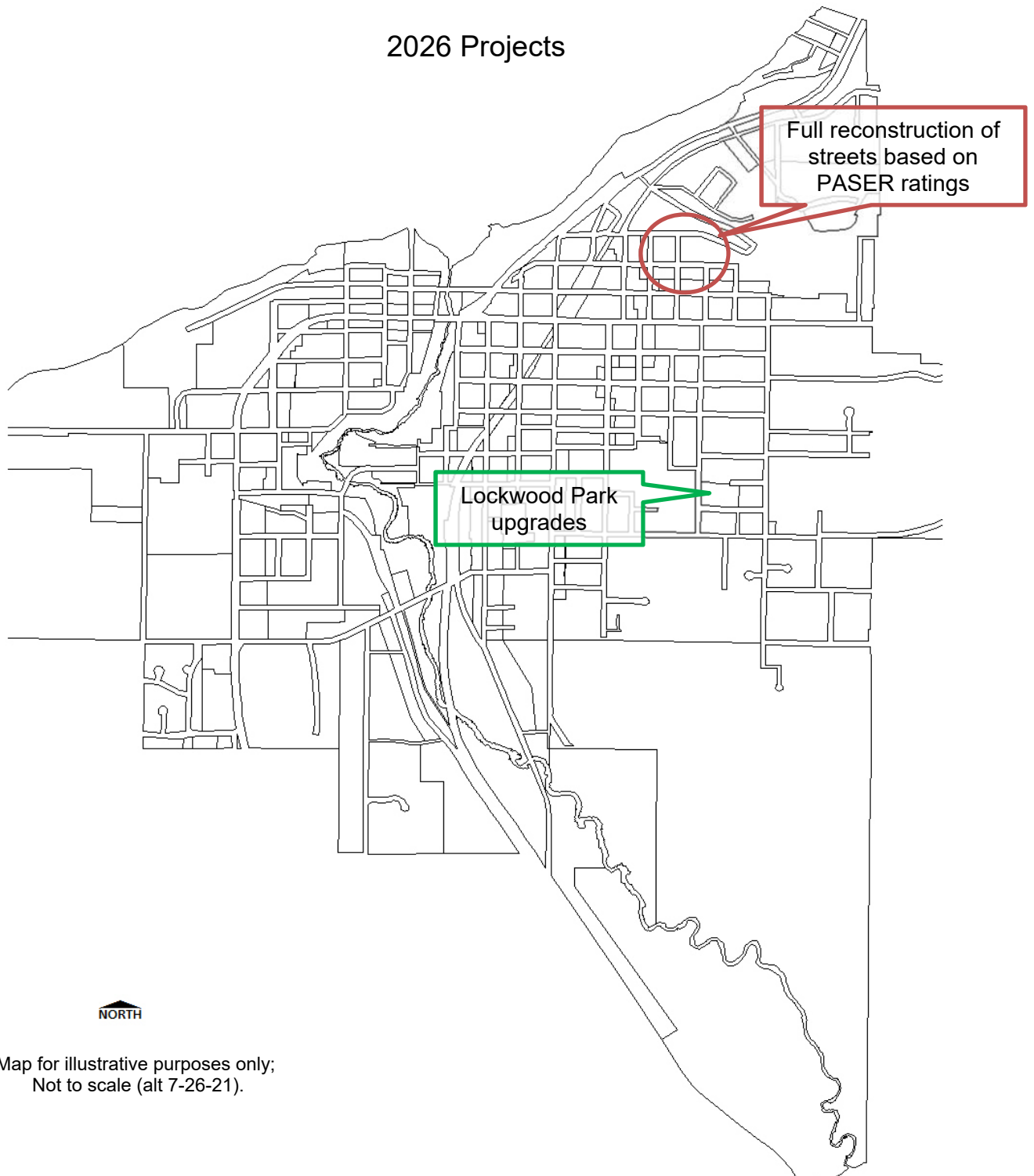
PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>STREETS AND DRAINAGE</u></b>										
Full reconstruction of streets identified through PASER ratings and utility conditions	These streets are not candidates for pavement preservation. Possible candidates include Bay, Summit, Clinton and Ottawa.	Right-of-Way			1,300,000					1,300,000
Miscellaneous Pavement Preservation, Paving and Repair	The purpose of this project is to replace or rehabilitate existing pavement and curb lines. Small Urban Grant funding will be utilized.	Right-of-Way			75,000				375,000	450,000
<b><u>WATER AND WASTEWATER SYSTEM</u></b>										
Water - Reconstruction and Miscellaneous Water Main Spot Repairs and Upgrades	Water main work in conjunction with identified street reconstruction.	Operating Revenue					500,000			500,000
Sanitary - Reconstruction and Miscellaneous Sanitary Main Spot Repairs and Upgrades	Sewer main work in conjunction with identified street reconstruction.	Operating Revenue					500,000			500,000
<b><u>SIDEWALKS</u></b>										
Miscellaneous Sidewalk Construction	Sidewalk additions and replacement will occur in conjunction with street projects and in priority locations established in the Non-Motorized Facilities Plan.	Right-of-Way			200,000					200,000
<b><u>ELECTRIC SYSTEM</u></b>										
Residential Conversion Project - Elizabeth, Fulton, Franklin, Washington, and Bridge Streets	Conversion of the existing overhead distribution circuit to underground within residential corridors. Removes very old overhead system, converts to more reliable underground and completes conversion in this area to 7.2/12.5kV.	Operating Revenue				70,000				70,000
Residential Conversion Project - Morgan/Priebe/Hillcrest	Conversion of the existing overhead distribution circuit to underground within residential corridors. Removes very old overhead system, converts to more reliable underground and prepares for conversion to 7.2kV.	Operating Revenue				417,000				417,000
Mitchell Road Substation Fiber Connection	Installation of fiber optic cable from DPW to Mitchell Road Substation.	Operating Revenue				70,000				70,000
<b><u>MOTOR POOL</u></b>										
Staff Vehicle - Parks and Recreation - Replacement	Replace Unit #28 (2017).	Operating Revenue						33,000		33,000
Patrol Vehicle - Replacement	To replace patrol vehicle #444 (2020) with 2026 model. Painting and lettering required.	Operating Revenue						52,000		52,000
Pick-up Truck 1/2 Ton 4x4 - Replacement	Replace Parks and Recreation Unit #74 (2014).	Operating Revenue						35,000		35,000
Pick-up Truck 1/2 Ton 4x4 - Replacement	Replace Parks and Recreation Unit #75 (2014).	Operating Revenue						35,000		35,000
Pick-up Truck 1/2 Ton 4x4 - Replacement	Replace Electric Division Unit #85 (2015).	Operating Revenue						35,000		35,000

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2026

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
Portable Light Towers (2) - Replacement	Replace Public Works Units #102 and #104.	Operating Revenue						50,000		50,000
Asphalt Recycler and Hot Patch Trailer-Falcon - Replacement	Replace Street Department Unit #103 (2015).	Operating Revenue						29,000		29,000
Toro Workman Utility Cart - Parks and Rec - Replacement	Replace Utility Cart #116 - Marina (2013).	Operating Revenue						16,000		16,000
Bobcat Toolcat with Attachments, Snow Blower, Forks, Rotating Broom, and Box-Replacement	Replace Utility Vehicle Unit #126 (2017).	Operating Revenue						85,000		85,000
Heavy-Duty Forklift- Replacement	Replace Public Works Garage Unit #128 (2006).	Operating Revenue						28,000		28,000
Toro Walk Behind Mower	Replace Parks and Rec Unit #182 (2001).	Operating Revenue						6,000		6,000
Zamboni Ice Groomer - Replacement	Replace Winter Sports Park Ice Rink Unit #173 (1988).	Operating Revenue						30,000		30,000
<b><u>DOWNTOWN AREA</u></b>										
Parking Lot Paving	Paving existing lot and pay station installation.	Operating Revenue		75,000						75,000
<b><u>BUILDINGS AND GROUNDS</u></b>										
East Lake Street Fire Station Renovations	The building was remodeled into the Fire Station in 1989 and will require numerous upgrades including replacement of windows, kitchen remodel, training room cabinet remodel and HVAC rooftop units.	Operating Revenue	200,000							200,000
Public Safety Garage - City Hall	Replace radiant tube heaters.	Operating Revenue	25,000							25,000
<b><u>PARKS AND SPECIAL FACILITIES</u></b>										
Lockwood Park	Construction of improvements identified through master plan process.	Operating Revenue	200,000						200,000	400,000
Bayfront Park Resource Center	The facility was constructed in 1984 and will be in need of front door replacement, windows, carpeting, concession stand renovations and landscaping.	Operating Revenue	75,000							75,000
<b>Grand Totals</b>			500,000	75,000	1,575,000	557,000	1,000,000	434,000	575,000	4,716,000

# City of Petoskey 2022-2027 Capital Improvement Plan

## 2026 Projects



Map for illustrative purposes only;  
Not to scale (alt 7-26-21).

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2027

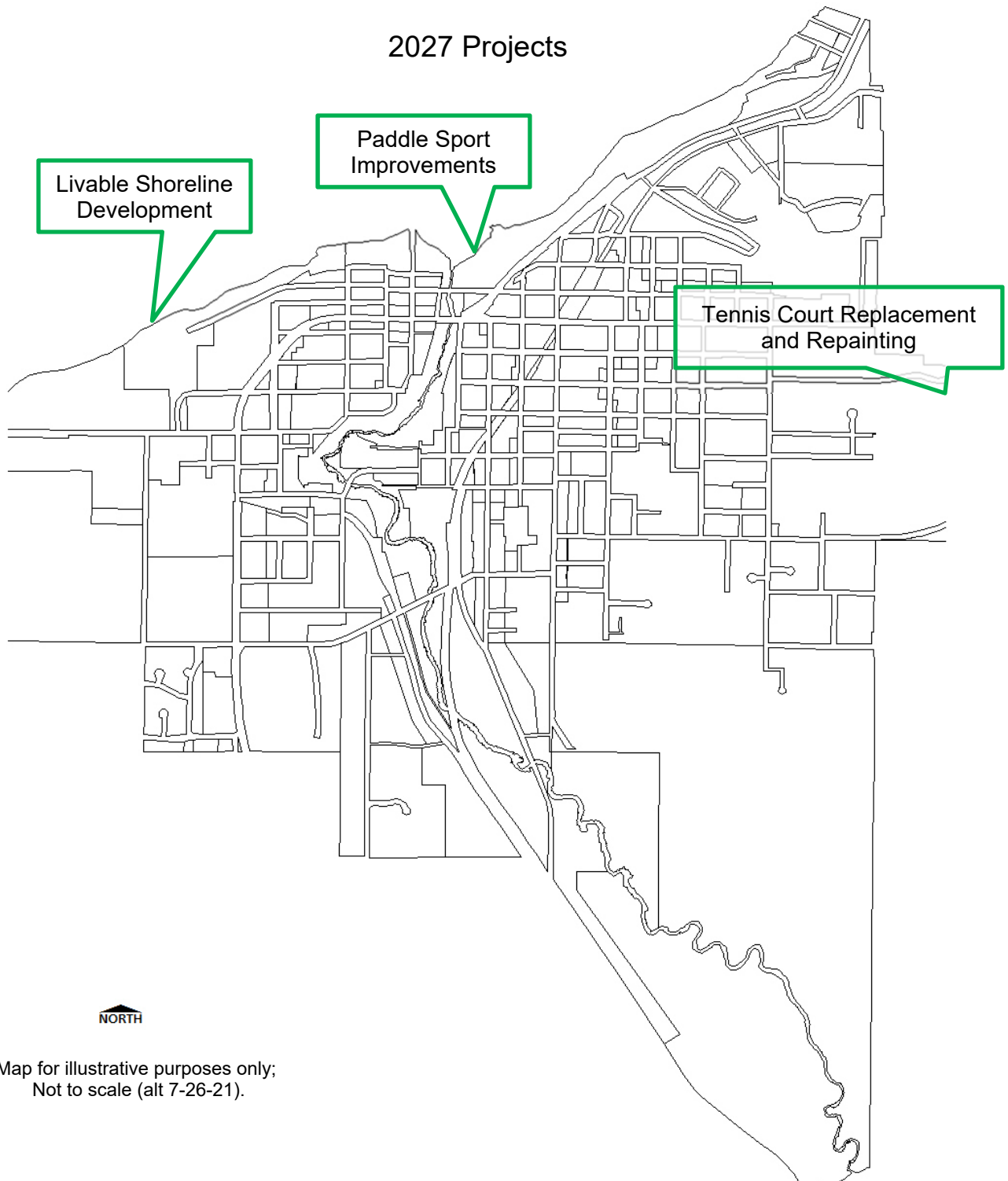
PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>STREETS AND DRAINAGE</u></b>										
Miscellaneous Pavement Preservation, Paving and Repair	The purpose of this project is to replace or rehabilitate existing pavement and curb lines. Streets to be considered fall under the category of fair to poor based on PASER ratings.	Right-of-Way			400,000					400,000
<b><u>WATER AND WASTEWATER SYSTEM</u></b>										
Miscellaneous Water Main Spot Repairs and Upgrades	Water main work will take place in conjunction with street resurfacing projects along with lead and copper service investigations and replacement.	Right-of-Way					300,000			300,000
Miscellaneous Sanitary Sewer Main and Lift Station Spot Repairs and Upgrades	Sanitary sewer main work will take place in conjunction with street resurfacing projects. Lift station rehabilitation will also occur.	Right-of-Way					300,000			300,000
<b><u>SIDEWALKS</u></b>										
Miscellaneous Sidewalk Construction and Replacement	Sidewalk construction will take place in conjunction with street preservation as well as areas identified in the Non-Motorized Facilities Plan as a top priority.	Right-of-Way			200,000					200,000
<b><u>ELECTRIC SYSTEM</u></b>										
Substation Recloser Replacement	Replacement of the circuit reclosers in Petoskey Substation that were installed in 2005.	Operating Revenue				150,000				150,000
Bear River Valley Underground - PET1	Conversion of the overhead PET1 distribution circuit from Petoskey Substation through the Bear River Valley to lone Street equipment area. Improves reliability to critical loads including the hospital, City Hall and CBD area. Utilizes conduit system installed as part of the Bear River Corridor project.	Operating Revenue				308,000				308,000
CBD Alley Conversion to Underground	Conversion of the remaining CBD alley to underground (300 Block East Mitchell and Michigan).	Operating Revenue				125,000				125,000
Atkins-Northmen Drive Underground Tie	Install new underground tie along McDougal Extension from Atkins Road to Northmen Drive. Provides backup circuit to school campus. Conduit installed in conjunction with 2015 road construction.	Operating Revenue				184,000				184,000
<b><u>MOTOR POOL</u></b>										
Staff Vehicle - Public Safety - Replacement	Replace Public Safety Unit #450 (2018).	Operating Revenue						35,000		35,000
Pickup Truck with Plow - Replacement	Replace Parks & Recreation Unit #60 (2012).	Operating Revenue						37,000		37,000
Pickup Truck with Plow - Replacement	Replace Parks and Recreation Unit #46 (2018).	Operating Revenue						45,000		45,000
Pickup Truck with Plow - Replacement	Replace Water/Wastewater unit #73 (2018).	Operating Revenue						45,000		45,000

City of Petoskey  
Capital Improvement Plan  
Project Funding Source  
2027

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
Staff Vehicle - Replacement	Replace Water/Wastewater Unit #76 (2017).	Operating Revenue						40,000		40,000
Street Sweeper - Replacement	Replace Street Department Unit #90 (2012).	Operating Revenue						225,000		225,000
Tractor with Bucket and Accessories - Replacement	Replace Parks and Recreation Unit #142 (2010).	Operating Revenue						80,000		80,000
<b><u>DOWNTOWN AREA</u></b>										
Parking Lot Paving	Paving existing lot and pay station installation.	Operating Revenue		75,000						75,000
<b><u>PARKS AND SPECIAL FACILITIES</u></b>										
Little Traverse Wheelway Resurfacing	Replace 1 mile segment of LTW.	Operating Revenue	260,000							260,000
Livable Shoreline Development	To improve resiliency to fluctuating water levels, project will recreate a more natural shoreline in place of revetment.	TIFA							1,000,000 TIFA/Grants	1,000,000
Lower Tennis Court Reconstruction	Lower courts will be in need of replacement in partnership with the Public Schools of Petoskey.	Operating Revenue	150,000						150,000	300,000
Upper Tennis Court Repaving	The upper tennis courts will need repaving in partnership with the Public Schools of Petoskey.	Operating Revenue	50,000						50,000	100,000
Pickle Ball Court Repainting	Repaving of courts at Riverbend Park constructed in 2020.	Operating Revenue	25,000							25,000
Paddle Sport Improvements at Bayfront Park	Improvements to include storage and installation of a barrier free launch.	TIFA							125,000 TIFA	125,000
<b>Grand Totals</b>			485,000	75,000	600,000	767,000	600,000	507,000	1,325,000	4,359,000

# City of Petoskey 2022-2027 Capital Improvement Plan

## 2027 Projects



Map for illustrative purposes only;  
Not to scale (alt 7-26-21).

City of Petoskey  
Capital Improvement Plan  
Long Term Projects/Capital Items Lacking Funding

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>STREETS AND DRAINAGE</u></b>										
Miscellaneous Pavement Preservation, Paving and Repair	The purpose of this project is to replace or rehabilitate existing pavement and curb lines. Streets to be considered fall under the category of fair to poor based on PASER ratings.	Right-of-Way			TBD					TBD
Storm Sewer System Upgrades	Projects identified in the 2018 Stormwater Asset Management Plan.	Right-of-Way			TBD					TBD
Full reconstruction of streets identified through PASER ratings and utility conditions	Streets that are not candidates for pavement preservation and will require significant funding for reconstruction. Possible candidates include Buckley, Willis, Ingalls, Jackson.	Right-of-Way			TBD					TBD
<b><u>WATER AND WASTEWATER SYSTEM</u></b>										
New Aeration Blowers/Secondary Process Improvements	New aeration blowers for optimum efficiency as well as biological nutrient removal will be needed as future upgrades for the WWTP are anticipated. These improvements would have energy and/or chemical savings associated.	Operating Revenue					800,000			800,000
Lead Service Line Replacements	New lead and copper rules dictate that any portion of a water service line that may have been in contact with lead is considered a lead service line and would need to be removed and replaced within the dwelling it serves. Rule requirements include a system wide inventory by year 2025 to determine the number of service replacements. Once determined, replacements must occur at a rate of 5% per year over a 20 year period. Service line replacements are estimated at \$7,000 per service.	Operating Revenue					TBD			TBD
Development of Wells 8 & 9	Two water wells were originally partially developed by a private developer as part of a capacity agreement near the intersection of Anderson and Intertown Road in the early 2000s. Since other wells were being developed as part of other agreements these two were never equipped. As consumption increases or as the other older wells produce less over time, these two will likely be needed in the future.	Operating Revenue					3,800,000			3,800,000
Submersible Pump Changeouts for Lift Stations	The wastewater lift stations originally installed as part of the Bay Harbor Development are nearly 25 years in age, periodic replacement will be phased in over multiple years.	Operating Revenue					250,000			250,000
Watermain Replacement - Upper District Sheridan to US-131 Tower	This is an ongoing replacement of vintage 1960s transmission water main that has been incrementally replaced through various street and infrastructure projects.	Operating Revenue					1,410,000			1,410,000
<b><u>SIDEWALKS</u></b>										
Sidewalk Construction and Maintenance	The City has prioritized construction of sidewalks and now has 44.3 miles to maintain.	Right-of-Way			TBD					TBD

City of Petoskey  
Capital Improvement Plan  
Long Term Projects/Capital Items Lacking Funding

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
<b><u>ELECTRIC SYSTEM</u></b>										
Resort Pike Tie - PET2 to PET4	Installation of #336.4 Hendrix south from Sterzik Road to the CE 138kV line, then 500kCM 15kV CU underground extending north to the existing #336.4 ACSR dead-end pole.	Operating Revenue				215,000				215,000
Mitchell Road Overhead Reconductor	Reconductor overhead three-phase line on Mitchell Road from Division Road to Hill Street. Complete in conjunction with 500kCM underground cable to Kalamazoo Avenue and East Lake Street, plus overhead reconductor on Lake Street to Division Street for new/redundant 7.2/12.5kV source into CBD.	Operating Revenue				65,000				65,000
East Mitchell Street Underground Cable	Installation of 500kCM 15kV underground cable from riser pole near Lincoln Place to Kalamazoo Avenue and Lake Street.	Operating Revenue				210,000				210,000
Utility System Generators	Providing fixed generation at key utility facilities. (e.g. well houses, lift stations)	Operating Revenue				375,000				375,000
West Sheridan Street Underground Upgrade	Replace direct buried cable and rusted equipment with new cable in conduit and equipment in more protected areas. Add switchgear with fused taps to improve sectionalizing and circuit reliability.	Operating Revenue				336,000				336,000
Petoskey Substation Driveway Paving	Grading, drainage improvements and paving of the Petoskey Substation driveway.	Operating Revenue				55,000				55,000
River Valley Underground - PET5 - McLaren/Burns	Conversion of the overhead express 7.2/12.5kV McLaren/Burns feeder to underground from Petoskey Substation through the Bear River Valley to lone Street. Adds reliability to this express feeder serving one of the highest critical loads on the system.	Operating Revenue				TBD				TBD
<b><u>DOWNTOWN AREA</u></b>										
Parking Lot and Structure Improvements	On-going maintenance of lots, meters and possible structure will be needed.	Operating Revenue		TBD						TBD
<b><u>BUILDING AND GROUNDS</u></b>										
Public Safety West	Built in 2011, building maintenance will require replacement windows, boiler upgrade, HVAC replacement and carpeting.	Operating Revenue	82,000							82,000
History Museum	Museum was built in 1971 and soffit will need replacement.	Operating Revenue	10,000						TBD	10,000
<b><u>PARKS AND SPECIAL FACILITIES</u></b>										
Little Traverse Wheelway - Resort Bluffs Potential Relocation	Potential relocation of the Little Traverse Wheelway from Magnus Park to East Park due to trail	Operating Revenue							TBD	
Bayfront Park and Magnus Park Shoreline	Due to on-going high water levels and resulting damage, improvements to stabilize shoreline.	Operating Revenue	7,000,000						TBD	7,000,000

City of Petoskey  
Capital Improvement Plan  
Long Term Projects/Capital Items Lacking Funding

PROJECT CATEGORY		Funding Source	General	Parking	Streets	Electric	Water & Sewer	Motorpool	Grants/Other	Total
Bayfront Park Marina	Upgrades to dock system to respond to fluctuating water levels.	Operating Revenue							TBD	
Bayfront Park Irrigation Extension	Install automated sprinkler system from Arboretum restroom to parking area east of Ed White Field. This area is currently partially irrigated with a manual plug-in system which provides inadequate coverage – requires manpower and must run during high use times when employees are available, which interferes with the general public.	Operating Revenue	32,000							32,000
Lake Street Dam Improvements	Implementation of the chosen alternative from engineering study.	Operating Revenue							TBD	TBD
Little Traverse Wheelway	LTW restoration (\$48 per linear foot x 5,280 (1 mile) x 8 miles).	Operating Revenue	2,027,520							2,027,520
Downtown Greenway Corridor - Washington Street to River Bend Park	Extension of the Downtown Greenway Corridor to connect to River Bend Park.	Operating Revenue							TBD	TBD
Bear River Valley	Extending whitewater improvements to south of Bridge Street, boardwalk replacements and improvements and trail repairs.	TIFA							455,000	455,000
Magnus Park Campground Improvements	Campground and day use improvements per the Park Master Plan.	TIFA							TBD	TBD
School Recreation Complex Maintenance	Projects to include Turcott drainage improvements, Middle School ballfield irrigation, concession upgrades, and tennis court repaving.	Operating Revenue	250,000						250,000 (PSP 50%)	500,000
Bates Baseball Complex	Bates Baseball Complex was constructed in 1998 and will be in need of improvements to fencing, bleachers, dugout restoration, lighting, concession stand renovation and asphalt path renovation.	Operating Revenue	150,000						150,000	300,000
River Road Sports Complex	The complex will require softball field fence replacement, restroom renovations and parking lot redesign.	Operating Revenue	130,000						100,000	230,000
Dog Park - Phase 2	Dog park was identified as a top community project based on public feedback per the current Parks and Recreation Masterplan.	Operating Revenue							300,000	300,000
Miscellaneous	Miscellaneous replacements including park benches and picnic tables as identified in the 2021 Capital Needs Assessment Study.	Operating Revenue	75,000							75,000
Bear River Valley Stair tower and Pedestrian Bridges Maintenance	Painting of stair tower and pedestrian bridges.	Operating Revenue	30,000							30,000
<b>Grand Totals</b>			9,786,520	TBD	TBD	1,256,000	6,260,000	0	1,255,000	18,557,520



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** September 20, 2021

**PREPARED:** September 10, 2021

**AGENDA SUBJECT:** Economic Development Incentive Policy Draft

**RECOMMENDATION:** That the City Council discuss/provide direction

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**Background** During the August 16, 2021 public hearing on an Obsolete Property Rehabilitation Act (OPRA) request for 316-318 East Lake Street, Council members and members of the public suggested that the City should have a policy against which such requests could be evaluated. The City Planner noted that a draft of such a policy had been provided with the City Economic Development Strategy update that included a point system to evaluate OPRA requests based on City priorities.

**Discussion** The enclosed draft policy is based on the document included in the City Economic Development Strategy, but broadened to any type of incentive rather than OPRA requests specifically. The draft is based on staff's understanding of incentive priority areas and objectives, however, completion of the incentive matrix previously provided (enclosed) would provide clearer direction. As stated in the draft policy, any incentive is at the discretion of City Council, but knowing under what circumstances an incentive may be considered is helpful to staff when working with developers.

**Action** Staff is looking for direction on how Council wishes to move forward with an economic development incentive policy. The documents are in draft form as there may be thresholds for incentives important to Council that staff has not included and need to be added, clarified, or removed. It would be helpful to staff if Council members completed the matrix individually and then discussed as a group.

at  
Enclosures



## City of Petoskey Economic Development Incentive Policy

Adopted \_\_\_\_\_

**This policy will be used to evaluate requests for economic incentives that are fiscally responsible and provide long-term benefits to the community. The policy will be periodically reviewed to ensure it addresses current City priorities.**

### **A. Intent**

In order to facilitate public-private partnerships that benefit the community, the City of Petoskey will *consider* use of economic development incentives to encourage the redevelopment of mixed-use buildings and sites when it is demonstrated that the project would not occur without financial assistance and if the project furthers City priorities. In this effort, the Master Plan goals of providing year-round housing for all, maintaining and enhancing downtown, and redevelopment of vacant property and empty storefronts is encouraged and facilitated to the greatest extent possible are furthered.

### **B. Project Consideration**

Requests for incentives will be prioritized when the property is located within the Downtown Development Authority boundary, Old Town Emmet Neighborhood, or is a designated Priority Redevelopment Site. Projects that are not in these areas but make significant strides in meeting current City development priorities may also be considered.

This policy applies to all economic development incentives including, but not limited to, tax abatements, tax increment financing, payments in lieu of taxes (PILOTs), and direct public investment through infrastructure or fee waivers.

Priority projects for incentive consideration shall meet the following criteria:

1. The project will not occur without development incentives.
2. The project provides economic and environmental benefits.
3. Any project with residential units will have a restriction placed that the units will be for year-round housing<sup>1</sup> for no less than ten (10) years or the term of the incentive, whichever is longer.
4. The incentive duration will be the shortest possible for project viability.
5. The applicant is current on all property taxes, fees, utilities and other financial obligations levied against it by the City of Petoskey, and shall remain current during the term of the approved exemption.

The evaluation will be completed by the Office of City Planner according to the point system below and reported to City Council for its decision. The incentive term is at the discretion of City Council, with demonstrated financial need to achieve one or more City priorities a primary determinant.

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<sup>1</sup> Year-round housing is defined for the purposes of this policy as no less than 10 months a year.

### C. Project Evaluation

	<u>Points</u>
1. Amount of owner investment (excluding land and any grant funding)	
<u>Investment</u>	
\$500,000-\$999,999	1
\$1M-\$1.99M	2
\$2M-\$5M	4
In excess of \$5M	6
2. The local incentive would serve as a match to a public or private grant.	3
3. Number of Residential Units Created	
Up to 3	1
4-8	2
9-15	3
16-25	4
More than 25	5
4. Target residential market	
Low-moderate income (60-80% AMI)	5
Workforce (80-120% AMI)	4
Mixed income	4
Market rate	2
5. For downtown projects, a letter of façade consistency with the Downtown Design Guidelines is obtained from the Downtown Design Committee	1

6. Use of green technologies

Energy star appliances, motion sensors, LED lighting	1
BMP for storm water management (rain garden, rain Barrel, pervious pavers)	1
Cool roof	1
Green roof	2

7. Public infrastructure benefit

5

The project will enable the improvement or creation of public infrastructure such as a parking structure, non-motorized facilities, renewable energy or green storm water infrastructure.

**Point Calculation**

**Total Points**

21-29

9-20

0-8

**Project Priority**

High

Medium

Low

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

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



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** September 20, 2021

**PREPARED:** August 26, 2021

**AGENDA SUBJECT:** Defined Contribution Retirement Plan Amendments

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

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**Background** The City provides retirement benefits through the Municipal Employees' Retirement System (MERS), which has three separate divisions; General Nonunion, DPW union, and Public Safety union.

The City recently approved collective bargaining agreements with both the Department of Public Safety Officers and Public Safety Lieutenants that includes provisions for a defined contribution retirement plan for new hires with the City contributing a base amount of 5% and contributions matching employee contributions of up to an additional 5% for a total possible employer contribution of 10% and total employee voluntary contribution of up to 5%.

The City is now proposing to extend these provisions to the General Nonunion staff hired after December 31, 2016 who participate in the defined contribution plan. This division currently has total possible employer contributions of up to 5% and employee voluntary contributions of up to 2%. Employees hired prior to this date belong in a defined benefit plan. The plan changes are proposed to become effective on October 1, 2021.

Due to IRS regulations that do not allow employee contributions to be changed following their initial elected amount, existing employees will contribute any additional contribution of up to 3% into the City's existing 457 Deferred Contribution Plan.

**Action** Enclosed is a resolution for Council's approval to enact these changes to the Nonunion defined contribution retirement plan amending employer and employee contribution amounts.

at  
Enclosures



## City of Petoskey

## Resolution

WHEREAS, the City is a participating governmental unit in the Michigan Municipal Employees' Retirement System (MMERS) pension plan document of 1996; and

WHEREAS, the City desires to increase the employer and employee contribution rates pertaining to the General Nonunion employee division (110445) for new hires after December 31, 2016 participating in the Defined Contribution Plan:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby elects to amend current Michigan Municipal Employees' Retirement System (MMERS) benefits in the Defined Contribution Plan for General Nonunion Employees hired after December 31, 2016 to provide for a base employer contribution of 5% and an additional amount matching employee voluntary contributions of up to 5% for a total employer contribution of 10% and total employee voluntary contributions of 5%; and

BE IT FURTHER RESOLVED that the City of Petoskey City Council does and hereby authorizes the City Manager and Director of Finance to prepare and sign the Defined Contribution Plan Adoption Agreements (MD-070) with MMERS for Division 110445 and Contribution Addendum for MMERS Defined Contribution Plan (MD-073) to implement the amendments as set forth above to the existing defined contribution plan effective October 1, 2021.

# MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

**I. Employer Name** \_\_\_\_\_ **Municipality #:** \_\_\_\_\_

**Division name** \_\_\_\_\_

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

## II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

☐ This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

☐ Vesting credit from date of hire ☐ No vesting credit

☐ This division is for new hires, rehires, and transfers of current Defined Benefit\* division #\_\_\_\_\_ and/or current Hybrid division #\_\_\_\_\_

**Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.** (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (defined benefit or hybrid) employees (select one of the following and see [Plan Document](#), Section 64 for more information):

☐ Will have a one-time opportunity to convert the value of their current defined benefit from the existing defined benefit or hybrid plan into the new Defined Contribution Plan as a lump sum, or continue accruing service in the Defined Benefit. (Complete *MERS Defined Contribution Conversion Addendum*.)

☐ Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Defined Contribution plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: \_\_/\_\_/\_\_\_\_

☐ Will be required to cease service accrual in Defined Benefit and will transfer to Defined Contribution for future service accrual.

*\* By completing the section above, the Employer acknowledges receiving Projection Study results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B. ☐ If this is an **amendment** of an existing Adoption Agreement (existing division number \_\_\_\_\_), the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

# MERS Defined Contribution Plan Adoption Agreement

- C. ☐ If this is to **separate employees** from an existing *Defined Contribution* division (existing division number(s) \_\_\_\_\_) into a new division, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.
- D. ☐ If this is to **merge division(s)** \_\_\_\_\_ into division(s) \_\_\_\_\_, the effective date shall be the first of \_\_\_\_\_, 20\_\_\_\_.
- E. ☐ If this is an amendment to close *Defined Benefit* division(s) # \_\_\_\_\_ or Hybrid division(s) \_\_\_\_\_ with new hires, rehires, and transfers going into existing *Defined Contribution* division # \_\_\_\_\_, the effective date shall be \_\_\_\_\_ (month/year).

**Note: Closing this Defined Benefit or Hybrid division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.**

(The amount may be adjusted for any benefit modifications that may have taken place since then).

## III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS reported to MERS and earn time toward vesting. Some excluded classifications require additional information below. Please describe the specific classifications that are eligible for MERS within this division:

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees**: ☐ Yes ☐ No

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other 2:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	

# MERS Defined Contribution Plan Adoption Agreement

## Probationary Periods (select one):

- ☐ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- ☐ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages and any associated contributions must be submitted to MERS.

## IV. Provisions

### 1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

*Note:* Employers who determine vesting based on an "hours-reported" method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a) (37). Military reporting requires historical wage and contribution reporting for Defined Contribution as applicable.

### 2. Definition of Compensation

The Definition of Compensation selected must be used when determining both employer and employee contributions. Employers may include wage information along with employee and employer contributions when submitting wage/contribution reports to MERS.

Select your Definition of Compensation:

- ☐ Base Wages    ☐ Box 1 Wages of W-2    ☐ Gross Wages
- ☐ Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

# MERS Defined Contribution Plan Adoption Agreement

## 3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize any available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

## 4. Vesting

Vesting will be credited using (check one):

- ☐ Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- ☐ Hours reported method – Employees will be credited with one vesting year for each calendar year in which \_\_\_\_\_ hours are worked

Vesting schedule will be (check one):

- ☐ Immediate
- ☐ Cliff Vesting (fully vested after below number years of service)
  - ☐ 1 year      ☐ 2 years      ☐ 3 years      ☐ 4 years      ☐ 5 years
- ☐ Graded Vesting (the % of vesting acquired after employment for the designated number of years)
  - \_\_\_\_\_ % after 1 year of service
  - \_\_\_\_\_ % after 2 years of service
  - \_\_\_\_\_ % after 3 years of service (min 25%)
  - \_\_\_\_\_ % after 4 years of service (min 50%)
  - \_\_\_\_\_ % after 5 years of service (min 75%)
  - \_\_\_\_\_ % after 6 years of service (min 100%)

In the event of disability or death, an employee's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) \_\_\_\_\_

*If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.*

# MERS Defined Contribution Plan Adoption Agreement

## 5. Contributions

a. **Contributions will be submitted** (check one):

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld.

- |   |  |
|---|--|
| <input type="checkbox"/> Weekly                       | <input type="checkbox"/> Semi-Monthly (twice each month) |
| <input type="checkbox"/> Bi-Weekly (every other week) | <input type="checkbox"/> Monthly                         |

b. **Employer Contributions**

See attached Contribution Addendums

Required Employee Contributions and Employer Contributions are outlined using associated [Contribution Addendum for MERS Defined Contribution \(MD-073\)](#).

c. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

6. Loans: ☐ shall be permitted ☐ shall not be permitted

If Loans are elected, please refer to the [Defined Contribution & 457 Loan Addendum](#).

7. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

## V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, the provisions of the Plan Document control.

## VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of this Agreement is not effective until approved by MERS.

# MERS Defined Contribution Plan Adoption Agreement

## VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

## VIII. Execution

### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by \_\_\_\_\_ on  
the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. (Name of Approving Employer)

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

### Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)

# Contribution Addendum for MERS Defined Contribution (and DC portion of Hybrid)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This is an Addendum to the Adoption Agreement completed by \_\_\_\_\_  
Name of Participating Employer

for \_\_\_\_\_ of \_\_\_\_\_  
Employee Group Division Code

The Addendum modifies the Adoption Agreement by providing for employer contributions to the Plan. Employer contributions may be considered a “match” to the employee’s elected contribution upon enrollment in the plan, or non-matching; regardless of employee contributions. Contributions may not exceed IRS maximums for combined employee and employer contributions.

Required **Employee Contribution** Structure to DC (subject to Internal Revenue Code 415(c) limitations).

Select one:

- ☐ Employees are required to contribute per payroll period, the percentage \_\_\_\_%  
OR  
flat dollar amount \$\_\_\_\_\_
- ☐ Employees are required to contribute within the following range for each payroll: Percentage range  
from \_\_\_\_% to \_\_\_\_% OR  
dollar amount range \$\_\_\_\_\_ to \$\_\_\_\_\_
- ☐ Direct Required Employee Contributions pre-tax

The Participating Employer will make **matching contributions** into the Defined Contribution Plan based on  
(CHECK ALL THAT APPLY):

- ☐ Each Employee’s election to defer salary under the MERS 457 program (or any other qualified plan outside of MERS).
- ☐ Each Employee’s one-time election of required employee contribution for MERS Defined Contribution.

## Contribution Addendum for MERS Defined Contribution (and DC portion of Hybrid)

The Participating Employer elects to make contributions as follows (check and complete *Matching*, *Non-Matching*, or both as applicable):

☐ A. **Matching Contributions**

The Employer elects the following matching contribution formula:

- ☐ **Percentage:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute \_\_\_\_\_% of the Employee contribution amount.

*For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.*

- ☐ **Flat Dollar:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute no more than \$\_\_\_\_\_ per payroll period.

**Employer Cap:** The Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Employer elects the following cap on its matching contribution:

- ☐ **Flat Dollar Cap:** In no event will matching contributions made on behalf of a participant exceed a flat dollar amount equal to \$\_\_\_\_\_ per \_\_\_\_\_.  
(pay period / year / etc.)
- ☐ **Cap Equal to Percentage of Total Compensation:** In no event will matching contributions made on behalf of a participant exceed \_\_\_\_\_% of the participant's IRS Section 401(a)(17) includable compensation as defined by the Employers' Adoption Agreement (cannot exceed 100% of participant's income).

☐ B. **Non-Matching Contributions**

The Employer hereby elects to make contributions to the participants' accounts without regard to a participant's contribution amount (check one):

- ☐ **Annual Contributions:** A one-time annual contribution of \$\_\_\_\_\_ or \_\_\_\_\_% of compensation per participant.
- ☐ \$\_\_\_\_\_ or \_\_\_\_\_% of compensation per participant for each payroll period.

Employer contribution is 5%. Employer will match additional 5% into DC (total up to 10%) if employees contribute into their non-MERS 457.

# Contribution Addendum for MERS Defined Contribution (and DC portion of Hybrid)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

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Name of Participating Employer

for \_\_\_\_\_ of \_\_\_\_\_  
Employee Group Division Code

The Addendum modifies the Adoption Agreement by providing for employer contributions to the Plan. Employer contributions may be considered a “match” to the employee’s elected contribution upon enrollment in the plan, or non-matching; regardless of employee contributions. Contributions may not exceed IRS maximums for combined employee and employer contributions.

Required **Employee Contribution** Structure to DC (subject to Internal Revenue Code 415(c) limitations).

Select one:

- ☐ Employees are required to contribute per payroll period, the percentage \_\_\_\_%  
OR  
flat dollar amount \$\_\_\_\_\_
- ☐ Employees are required to contribute within the following range for each payroll: Percentage range  
from \_\_\_\_% to \_\_\_\_% OR  
dollar amount range \$\_\_\_\_\_ to \$\_\_\_\_\_
- ☐ Direct Required Employee Contributions pre-tax

The Participating Employer will make **matching contributions** into the Defined Contribution Plan based on  
(CHECK ALL THAT APPLY):

- ☐ Each Employee’s election to defer salary under the MERS 457 program (or any other qualified plan outside of MERS).
- ☐ Each Employee’s one-time election of required employee contribution for MERS Defined Contribution.

## Contribution Addendum for MERS Defined Contribution (and DC portion of Hybrid)

The Participating Employer elects to make contributions as follows (check and complete *Matching*, *Non-Matching*, or both as applicable):

☐ A. **Matching Contributions**

The Employer elects the following matching contribution formula:

- ☐ **Percentage:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute \_\_\_\_\_% of the Employee contribution amount.

*For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.*

- ☐ **Flat Dollar:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute no more than \$\_\_\_\_\_ per payroll period.

**Employer Cap:** The Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Employer elects the following cap on its matching contribution:

- ☐ **Flat Dollar Cap:** In no event will matching contributions made on behalf of a participant exceed a flat dollar amount equal to \$\_\_\_\_\_ per \_\_\_\_\_.  
(pay period / year / etc.)
- ☐ **Cap Equal to Percentage of Total Compensation:** In no event will matching contributions made on behalf of a participant exceed \_\_\_\_\_% of the participant's IRS Section 401(a)(17) includable compensation as defined by the Employers' Adoption Agreement (cannot exceed 100% of participant's income).

☐ B. **Non-Matching Contributions**

The Employer hereby elects to make contributions to the participants' accounts without regard to a participant's contribution amount (check one):

- ☐ **Annual Contributions:** A one-time annual contribution of \$\_\_\_\_\_ or \_\_\_\_\_% of compensation per participant.
- ☐ \$ \_\_\_\_\_ or \_\_\_\_\_% of compensation per participant for each payroll period.

Employer contribution is 5%. Employer will match additional 5% into DC (total up to 10%) if employees contribute into MERS DC (employee contribution range is 0-5%).



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** September 20, 2021

**PREPARED:** September 15, 2021

**AGENDA SUBJECT:** Consider Award of Trail Repair Contract – Non-Motorized Trail

**RECOMMENDATION:** That the City Council award a contract for trail repairs of the non-motorized trail in the amount of \$100,000 to Payne and Dolan, Inc., Gaylord

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**Background** The 2021 Capital Improvement Plan identified non-motorized trail repairs in the amount of \$100,000. The specifications required the bid vendors to provide unit costs (linear feet) for paving. In 2017, repairs were made to 1,100 linear feet of trail east of West Park and this project will continue from that point eastward toward the Preserves Entrance in Bay Harbor. This project is scheduled to be completed by November 15, 2021.

**Bid Results** Availability of detailed plans and specifications was advertised in the Petoskey News Review and on the City's website on August 6, 2021. Bid advertisements were also mailed to seven contractors. Two bids were received on September 14:

<u>Bidder</u>	<u>Total Linear Feet</u>	<u>Total Project Cost</u>
Payne and Dolan, Inc. Gaylord, MI	1,750	\$100,000
Rieth Riley Construction Co., Inc. Charlevoix, MI	1,449	\$99,981

**Recommendation** That City Council consider award of this project to Payne and Dolan Inc., Gaylord, for the bid amount of \$100,000, the budgeted amount in the Capital Improvement Plan. Payne and Dolan, Inc. was awarded the contract for trail repairs in 2017 and staff is confident the contractor is capable of completing the project.

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This aerial map displays a residential area with property boundaries and lot numbers. A blue line with a green dot is positioned on Charlevoix Rd, near the intersection with Townline Rd. The map includes the following lot numbers and street names:

- Lot Numbers:** 100-003, 100-026, 100-051, 100-064, 100-013, 100-007, 100-017, 100-018, 100-019, 100-020, 100-021, 100-022, 100-023, 100-024, 100-025, 100-026, 100-027, 100-028, 100-029, 100-030, 100-031, 100-032, 100-033, 100-034, 100-035, 100-036, 100-037, 100-038, 100-039, 100-040, 100-041, 100-042, 100-043, 100-044, 100-045, 100-046, 100-047, 100-048, 100-049, 100-050, 100-051, 100-052, 100-053, 100-054, 100-055, 100-056, 100-057, 100-058, 100-059, 100-060, 100-061, 100-062, 100-063, 100-064, 100-065, 100-066, 100-067, 100-068, 100-069, 100-070, 100-071, 100-072, 100-073, 100-074, 100-075, 100-076, 100-077, 100-078, 100-079, 100-080, 100-081, 100-082, 100-083, 100-084, 100-085, 100-086, 100-087, 100-088, 100-089, 100-090, 100-091, 100-092, 100-093, 100-094, 100-095, 100-096, 100-097, 100-098, 100-099, 100-100, 100-101, 100-102, 100-103, 100-104, 100-105, 100-106, 100-107, 100-108, 100-109, 100-110, 100-111, 100-112, 100-113, 100-114, 100-115, 100-116, 100-117, 100-118, 100-119, 100-120, 100-121, 100-122, 100-123, 100-124, 100-125, 100-126, 100-127, 100-128, 100-129, 100-130, 100-131, 100-132, 100-133, 100-134, 100-135, 100-136, 100-137, 100-138, 100-139, 100-140, 100-141, 100-142, 100-143, 100-144, 100-145, 100-146, 100-147, 100-148, 100-149, 100-150, 100-151, 100-152, 100-153, 100-154, 100-155, 100-156, 100-157, 100-158, 100-159, 100-160, 100-161, 100-162, 100-163, 100-164, 100-165, 100-166, 100-167, 100-168, 100-169, 100-170, 100-171, 100-172, 100-173, 100-174, 100-175, 100-176, 100-177, 100-178, 100-179, 100-180, 100-181, 100-182, 100-183, 100-184, 100-185, 100-186, 100-187, 100-188, 100-189, 100-190, 100-191, 100-192, 100-193, 100-194, 100-195, 100-196, 100-197, 100-198, 100-199, 100-200, 100-201, 100-202, 100-203, 100-204, 100-205, 100-206, 100-207, 100-208, 100-209, 100-210, 100-211, 100-212, 100-213, 100-214, 100-215, 100-216, 100-217, 100-218, 100-219, 100-220, 100-221, 100-222, 100-223, 100-224, 100-225, 100-226, 100-227, 100-228, 100-229, 100-230, 100-231, 100-232, 100-233, 100-234, 100-235, 100-236, 100-237, 100-238, 100-239, 100-240, 100-241, 100-242, 100-243, 100-244, 100-245, 100-246, 100-247, 100-248, 100-249, 100-250, 100-251, 100-252, 100-253, 100-254, 100-255, 100-256, 100-257, 100-258, 100-259, 100-260, 100-261, 100-262, 100-263, 100-264, 100-265, 100-266, 100-267, 100-268, 100-269, 100-270, 100-271, 100-272, 100-273, 100-274, 100-275, 100-276, 100-277, 100-278, 100-279, 100-280, 100-281, 100-282, 100-283, 100-284, 100-285, 100-286, 100-287, 100-288, 100-289, 100-290, 100-291, 100-292, 100-293, 100-294, 100-295, 100-296, 100-297, 100-298, 100-299, 100-300, 100-301, 100-302, 100-303, 100-304, 100-305, 100-306, 100-307, 100-308, 100-309, 100-310, 100-311, 100-312, 100-313, 100-314, 100-315, 100-316, 100-317, 100-318, 100-319, 100-320, 100-321, 100-322, 100-323, 100-324, 100-325, 100-326, 100-327, 100-328, 100-329, 100-330, 100-331, 100-332, 100-333, 100-334, 100-335, 100-336, 100-337, 100-338, 100-339, 100-340, 100-341, 100-342, 100-343, 100-344, 100-345, 100-346, 100-347, 100-348, 100-349, 100-350, 100-351, 100-352, 100-353, 100-354, 100-355, 100-356, 100-357, 100-358, 100-359, 100-360, 100-361, 100-362, 100-363, 100-364, 100-365, 100-366, 100-367, 100-368, 100-369, 100-370, 100-371, 100-372, 100-373, 100-374, 100-375, 100-376, 100-377, 100-378, 100-379, 100-380, 100-381, 100-382, 100-383, 100-384, 100-385, 100-386, 100-387, 100-388, 100-389, 100-390, 100-391, 100-392, 100-393, 100-394, 100-395, 100-396, 100-397, 100-398, 100-399, 100-400, 100-401, 100-402, 100-403, 100-404, 100-405, 100-406, 100-407, 100-408, 100-409, 100-410, 100-411, 100-412, 100-413, 100-414, 100-415, 100-416, 100-417, 100-418, 100-419, 100-420, 100-421, 100-422, 100-423, 100-424, 100-425, 100-426, 100-427, 100-428, 100-429, 100-430, 100-431, 100-432, 100-433, 100-434, 100-435, 100-436, 100-437, 100-438, 100-439, 100-440, 100-441, 100-442, 100-443, 100-444, 100-445, 100-446, 100-447, 100-448, 100-449, 100-450, 100-451, 100-452, 100-453, 10