



DOWNTOWN MANAGEMENT BOARD

March 21, 2017

1. Call to Order – 7:00 P.M. - City Hall Community Room
2. Consent Agenda:
 - (a) Approval of the regular meeting minutes of January 17, 2017
 - (b) Payment of bills
 - (c) Acceptance of expense and income reports
3. New Business:
 - (a) Consider approving 2017 Façade Improvement Grants requested by the Downtown Design Committee
 - (b) Consider and approve appointment to the Downtown Events Committee
 - (c) Reports by Downtown Management Board Committees
 - (d) Report by the City staff
4. Miscellaneous
5. Adjournment

MISSION STATEMENT

A self-governing board dedicated to planning, promoting, and preserving the downtown business district - the hub of our community – for the greater good of the business, professional, social, cultural and service activities located within the defined downtown area.

Purposes of the Downtown Development Authority Board of Directors and Downtown Management Board are to: (1) Provide leadership for the implementation of improvements as outlined in the Downtown Master Plan as adopted by the City of Petoskey in 1987; (2) Promote public and private development and physical improvements in the downtown business district as initiated by individuals and organizations; (3) Serve as an advisory body to the City of Petoskey in matters pertaining to the downtown business district; and (4) coordinate appropriate downtown programs and services.



BOARD: Downtown Management Board

MEETING DATE: March 21, 2017 **PREPARED:** March 17, 2017

AGENDA SUBJECT: Consent Agenda

RECOMMENDATION: That the Downtown Management Board approve items and administrative transactions that have been included on the Consent Agenda

The Downtown Management Board will be asked to approve the consent agenda that includes: (1) Enclosed minutes of the Downtown Management Board regular meeting minutes of January 17, 2017; (2) Acknowledgement of bills since January 17, 2017; and (3) Acceptance of the January and February expense and income reports as prepared by the Downtown Director.

sb
Enclosures



DOWNTOWN MANAGEMENT BOARD

January 17, 2017

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, January 17, 2017. The meeting was called to order at 7:05 P.M., and the following were

Present: Lawrence Rochon, Chairperson
Robin Bennett
David Carlson
Daniel Harris
John Murphy, Mayor
S. Reginald Smith, Vice Chairperson
Jessica Stubbs

Absent: Craig Bell and Doug Buck

Also in attendance was the Downtown Director Becky Goodman, City Manager Robert Straebel and City Planner Amy Tweeten.

Chairperson Rochon welcomed new Mayor John Murphy.

Conduct Annual
Organizational Session

Chairperson Rochon reported that the Downtown Management Board was required to annually conduct an election to select a Chairperson and Vice Chairperson from its members and to establish a regular meeting schedule for the coming year; and that, duplicating the action by the Downtown Development Authority Board at its meeting, which had been conducted just prior to this meeting, the Downtown Management Board would be required to elect these same officers and to adopt the same meeting schedule.

Duplicating action of the Downtown Development Authority Board, Mr. Rochon was nominated as Downtown Management Board Chairperson and Mr. Smith as Vice Chairperson for 2016; and that the Downtown Management Board's regular meeting schedule for 2017 be set at 7:00 P.M., on the third Tuesday of each month, at City Hall. Nominations were unanimous by a voice vote.

Approve Consent Agenda Items

Downtown Management Board members discussed the first item of routine business, the December 20, 2016 regular session meeting minutes; acknowledgement of bills since December 20, 2016; and acceptance of the December expense and income reports as prepared by the Downtown Director.

Upon motion made and seconded, the December 20, 2016 regular session meeting minutes were approved; acknowledgement of bills since December 20, 2016 that totaled \$44,909.97; and expense and income reports for December were approved. Said motion was unanimously approved as submitted.

Review City of Petoskey Economic
Development Strategic Plan

the DMB and Chamber before formal adoption and that the plan is a part of the process for becoming a Redevelopment Ready Community, which is a state of Michigan designation that is intended to streamline processes and make communities attractive for developers.

The Downtown Director reviewed Board member comments that were absent and that they applauded City staff efforts in developing a plan; that the plan should be broadened from a resort community to a retirement community; that the area should be highlighted as a regional center for health care, education and retail; that statistics should be expanded; reviewed challenges including seasonality, lack of workforce and housing, income-age challenges, lack of public transportation and walkability; that opportunities should have successful measures; and that building construction limitations aren't spelled out and no process in place for developers.

The Downtown Director reviewed that a list of these comments will be compiled and given to City staff for review and/or inclusion into the plan.

Receive & File Walker Parking Study
Final Report

concept and a stand-alone structure concept; and a second report was a revision of the 1995 study on the County and Lake Street Lots that includes new pricing and a review of the original concept. The Board was being asked to receive and file the reports and further action could occur as opportunity arises and strategies for action construction are devised. The Downtown Director reviewed that the longer the project is held off, costs will continue to increase and reviewed various funding options such as a parking special assessment, parking increases for fees and fines and a possible mill levy to help fund a potential parking deck.

Board members appreciated both reports; commented that looking at the cheaper option is most appropriate, but may not be the best option; that there could be challenges with location at County Lot and partnering with County; that according to Hyett Palma and Walker reports there is a parking deficit and a lot should be centrally located which would be the Darling Lot; heard from those in favor that construction of a deck should be built somewhere and find 100 spaces; make parking free for employees or incentivize to free-up prime spaces; that affordability of a deck on the Darling Lot will be a challenge; and that additional parking is needed with new residential units downtown and the vibrancy of retail and restaurants downtown.

Chairperson Rochon asked for public comments and heard that parking is an important issue and financing methods should be discussed publicly; and that two additional members from the public should be appointed to the Parking Committee.

Mr. Smith moved that, seconded by Mr. Carlson to receive and file the final reports from Walker Parking. Said motion was unanimously approved as submitted.

Discuss Downtown Trolley

The Task Force concurred that the best option for purchase would be the 1999 Molly Trolley that is listed for sale by the Mackinaw Trolley Company in Mackinaw City. Charlie Fossmo, current staff trolley driver, examined trolley, conversed with current owner and scheduled a test drive for January 12. DPW staff and the City mechanic will also go with Mr. Fossmo and inspect. The Task Force recommended the purchase of this trolley at a cost not to exceed \$45,000 pending the inspection.

The Downtown Director reviewed that if the trolley is purchased it will have to go to Brown Motors in Petoskey or a mechanic in Gaylord if service is needed, and that it will no longer be able to be serviced at DPW; that it is in need of new brakes; that the trolley is in good shape; and that it has current inspections from MDOT and is road ready.

Board members inquired on how the seating capacity compared to current trolley; if the cost included painting and branding; if it is feasible to have Brown Motors look at engine as part of the inspection; discussed storage options; and that purchase approval should be dependent on further research on engine, repairs, service records, inspection, etc.

The Downtown Director responded that the existing trolley has 21 seats and the new trolley will have 26 seats with 2 seats accessible for wheelchairs and that the cost is only for the trolley.

This matter was sent back to the Task Force. Member Dan Harris will oversee an independent inspection and will negotiate with the owner. Purchase will proceed based on the outcome.

Approve Pennsylvania Park Restroom Renovation Project

January 16 meeting and reviewed two options either proceed forward with bathroom expansion/renovation project in 2017 contingent upon DMB and Council agreeing to share costs on a 50%/50% ratio; or direct staff to develop a Land and Water Conservation grant for bathroom improvements.

The Downtown Director reviewed that City staff and Rick Neumann, project architect, have reviewed plans for possible restroom renovation in Pennsylvania Park. City Council discussed at their

Mayor Murphy reviewed that City Council is in favor of renovating the bathrooms and will discuss matter at their February 6 meeting.

The City Manager reviewed that if a grant is submitted, notice wouldn't be awarded until early 2018 with hopes to begin construction after Labor Day in 2018; and that \$150,000 could be earmarked in both the 2018 General Fund and DMB Funds to prepare for the project, but if grant is approved then each party would only pay \$75,000.

Board members inquired on the nature of the grant and if City Council would be open to readdress matter. The City Manager responded that it is a DNR Land and Water Conservation Grant, with a maximum of \$150,000 which the local entity would match 50% of grant.

Mr. Smith moved that, seconded by Mr. Carlson to approve \$150,000 as soon as possible to partner with City Council to renovate the Pennsylvania Park restrooms contingent upon City Council sharing 50%/50% costs in 2017. Said motion was unanimously approved as submitted.

Chairperson Rochon asked for public comments and heard from those in favor of renovating bathrooms in 2017; inquiries if funds were budgeted or coming out of reserves; and that these types of projects should be budgeted and concerns with budgeting process.

Hear Committee Reports

The Downtown Director reviewed downtown sidewalk snow removal and the responsibilities of the merchants. The Downtown Director also reported on behalf of the Parking Committee and that Ambassadors are enforcing slightly reduced hours and evaluating when to issue tickets based on if customers can get to meters; and that 66 people used the Gift of Free Parking coupon during the holiday season.

The Downtown Director reviewed downtown sidewalk snow removal and the responsibilities of the merchants. The Downtown Director also

The Downtown Director reported on behalf of the Events Committee and that advertisement has begun for the Winter Carnival and reviewed Winter Carnival events.

In economic enhancement, the Downtown Director reported that Polish Kitchen on Petoskey Street is closing and that Thirsty Thursday is scheduled for January 19 with the subject being Special Assessment 101.

Hear City Staff Report

The City Manager reviewed that the recruitment process has begun for a new Parks and Recreation Director due to Al Hansen retiring March 31; that City Council approved the Emmet Street reconstruction project which will begin in spring of 2017; that the City received a grant for the Greenway Corridor Phase II segment which will begin this summer; and that City Council approved a water main project near Bayfront Park.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:35 P.M.

DRAFT

Downtown Management
Monthly Bills - January 2017

February 10, 2017

PROGRAMS AND SERVICES

DT Marketing	Chris Struble/Ghost Walk	DT Assessment	\$ 112.50
DT Marketing	Lakeland Boating	DT Assessment	\$ 260.00
DT Marketing	Facebook/boosted posts	DT Assessment	\$ 40.48
DT Marketing	Facebook/boosted posts	DT Assessment	\$ 2.09
DT Marketing	Adobe/Creative Cloud	DT Assessment	\$ 21.19
DT Marketing	Mail Chimp/software	DT Assessment	\$ 30.00
Winter Carnival	Personal Graphics/banners	DT Assessment	\$ 216.00
Winter Carnival	Midwest Broomball/ equipment	DT Assessment	\$ 12.15
Winter Carnival	Up North Racing/Race Timing	DT Assessment	\$ 200.00
Other	GT Pie/cake	DT Assessment	\$ 15.99
			\$ 910.40

PARKING FUND

Capital Outlay	Mackinaw Trolley Co/Trolley	Parking Fund	\$ 46,000.00
Conferences & Memb	PRCC/CWIB luncheon	Parking Fund	\$ 17.00
Conferences & Memb	PRCC/CWIB dues	Parking Fund	\$ 25.00
Conferences & Memb	MDA/Lansing Workshop registration	Parking Fund	\$ 135.00
Contracted Services	Traffic & Safety/January Verizon M2M	Parking Fund	\$ 81.00
Contracted Services	LexisNexis/ January contract	Parking Fund	\$ 50.00
Contracted Services	T2/Digital Iris February	Parking Fund	\$ 165.00
Contracted Services	Northwest Services/SW snow removal	Parking Fund	\$ 3,062.50
Contracted Services	Stone Consulting/background check	Parking Fund	\$ 166.50
Contracted Services	Walker/final payment	Parking Fund	\$ 3,126.50
Contracted Services	Northwest Services/SW snow removal	Parking Fund	\$ 4,943.94
Contracted Services	Dunkel/snow removal	Parking Fund	\$ 5,003.75
Contracted Services	Dunkel/snow removal	Parking Fund	\$ 320.62
Contracted Services	Dunkel/snow removal	Parking Fund	\$ 2,200.00
DT Office	McCardel/water	Parking Fund	\$ 31.50
DT Office	ThruGlass/window cleaning	Parking Fund	\$ 25.00
DT Office	City of Petoskey/utilities	Parking Fund	\$ 66.52
DT Office	Reid Furniture/coat rack,umbrella stand	Parking Fund	\$ 85.00
DT Office	Meyer ACE/supplies	Parking Fund	\$ 23.98
DT Office	DTE/utilities	Parking Fund	\$ 216.24
DT Office	Dynamic Cleaning/office cleaning	Parking Fund	\$ 100.00
DT Office	Dynamic Cleaning/office cleaning	Parking Fund	\$ 100.00
DT Office	Wm Thompson/rent	Parking Fund	\$ 711.00
DT Office	Wages	Parking Fund	\$ 12,449.42
Equipment Repair	ABM/coin sorter repair	Parking Fund	\$ 263.45
Materials & Supplies	Print Shop/ Parking Permits	Parking Fund	\$ 136.00
Materials & Supplies	Meyer ACE/supplies	Parking Fund	\$ 8.62
Materials & Supplies	Meyer ACE/supplies	Parking Fund	\$ 53.75
Materials & Supplies	Canvaswork/meter bags	Parking Fund	\$ 540.00
Materials & Supplies	Meyer ACE/supplies	Parking Fund	\$ 81.14
Materials & Supplies	Meyer ACE/hand warmers	Parking Fund	\$ 12.59
Materials & Supplies	Personal Graphics/meter bag embroidery	Parking Fund	\$ 375.00
Trolley	C.Fossmo/mileage reimbursement	Parking Fund	\$ 38.88
Trolley	C.Fossmo/mileage reimbursement	Parking Fund	\$ 37.80
Utilities	AT&T/cell phones	Parking Fund	\$ 315.75
Other	Petoskey Plastics/Parkfing Permit Refund	Parking fund	\$ 1,000.00
			\$ 81,968.45
	TOTAL BILLS		\$ 82,878.85

**Downtown Management
Monthly Bills - February 2017**

March 14, 2017

PROGRAMS AND SERVICES

Business Retention	Zingerman Press/manuals	DT Assessment	\$ 166.79
DT Marketing	Tom Renkes/blog	DT Assessment	\$ 150.00
DT Marketing	Ions/Domain name registration	DT Assessment	\$ 180.00
DT Marketing	enom/website renewal	DT Assessment	\$ 125.00
DT Marketing	Tom Renkes/blog	DT Assessment	\$ 150.00
DT Marketing	Tom Renkes/blog	DT Assessment	\$ 150.00
DT Marketing	Adobe/Creative Cloud	DT Assessment	\$ 21.19
DT Marketing	Mail Chimp/contract	DT Assessment	\$ 30.00
DT Marketing	Adobe/Photography Plan	DT Assessment	\$ 10.59
DT Marketing	Tom Renkes/blog	DT Assessment	\$ 150.00
Winter Carnival	Meyer ACE/ice carving pedestal coverings	DT Assessment	\$ 51.60
Winter Carnival	Facebook/posts	DT Assessment	\$ 226.40
Winter Carnival	Facebook/posts	DT Assessment	\$ 106.42
Winter Carnival	Taylor Rental/Table rentals	DT Assessment	\$ 79.05
Winter Carnival	Chris Struble/Ghost Walk	DT Assessment	\$ 202.50
Winter Carnival	MacDonald Garber/Ads	DT Assessment	\$ 2,400.00
Winter Carnival	Glass Lakes Photography/photos	DT Assessment	\$ 500.00
Winter Carnival	US Ice Carvings/ice carving	DT Assessment	\$ 7,550.00
Winter Carnival	Midwest Broomball/equipment	DT Assessment	\$ 65.58
Winter Carnival	Apple Tree Inn/ice carver rooms	DT Assessment	\$ 188.68
Winter Carnival	Apple Tree Inn/ice carver rooms	DT Assessment	\$ 188.68
Winter Carnival	Emmet Brick and Block/blocks for ice carvings	DT Assessment	\$ 185.31
Winter Carnival	Pour/soup and salad Wine and dine	DT Assessment	\$ 576.00
Winter Carnival	PRCC/email ad banner	DT Assessment	\$ 75.00
Winter Carnival	Palette/entrée Wine and dine	DT Assessment	\$ 576.00
Winter Carnival	N MI Review/ads	DT Assessment	\$ 935.00
Winter Carnival	North Country Pub/ad	DT Assessment	\$ 100.00
Winter Carnival	Fustini's/Chocoholic Frolic basket	DT Assessment	\$ 14.81
Winter Carnival	GFS/drink tent supplies	DT Assessment	\$ 68.04
Winter Carnival	Bill and Carol's/drink tent supplies	DT Assessment	\$ 229.88
Winter Carnival	Petoskey Cheese/cheese Wine and Dine	DT Assessment	\$ 324.00
Winter Carnival	9&10/Ads	DT Assessment	\$ 450.00
Winter Carnival	9&10/ads	DT Assessment	\$ 1,200.00
Winter Carnival	Fox 32/Ads	DT Assessment	\$ 360.00
Winter Carnival	MacDonald Garber/Jimmy Hot Keys	DT Assessment	\$ 150.00
Winter Carnival	Meyer ACE/whistle	DT Assessment	\$ 4.13
			\$ 17,940.65

**Downtown Management
Monthly Bills - February 2017**

March 14, 2017

PARKING FUND

Conferences & Memb CWIB/luncheon	Parking Fund	\$ 35.00
Conferences & Memb PRCC/Hot Topics luncheon	Parking Fund	\$ 20.00
Conferences & Memb MDA/Lansing workshop	Parking Fund	\$ 135.00
Contracted Services NW Services/SW snow removal	Parking Fund	\$ 3,502.00
Contracted Services Traffic & Safety/M2M contract March	Parking Fund	\$ 81.00
Contracted Services Lexis Nexis/contract	Parking Fund	\$ 50.00
Contracted Services Traffic & Safety/M2M contract February	Parking Fund	\$ 81.00
Contracted Services NW Services/SW snow removal	Parking Fund	\$ 3,261.02
Contracted Services T2/paystation fees March	Parking Fund	\$ 165.00
DT Office B.Goodman/reimbursement for cabinets	Parking Fund	\$ 579.96
DT Office Meyer ACE/coat hooks	Parking Fund	\$ 20.85
DT Office Meyer ACE/coat hooks	Parking Fund	\$ 20.32
DT Office Van's/toner	Parking Fund	\$ 765.79
DT Office City of Petoskey/utilities	Parking Fund	\$ 71.71
DT Office DTE/utilities	Parking Fund	\$ 199.34
DT Office Meijer/supplies	Parking Fund	\$ 18.97
DT Office Mighty Fine Pizza/office lunch	Parking Fund	\$ 34.50
DT Office McCardel/water	Parking Fund	\$ 31.50
DT Office Wages	Parking Fund	\$ 13,172.65
Façade Grants Perry Hotel/refreshments	Parking Fund	\$ 112.50
Materials & Supplies Meyer ACE/tire pump	Parking Fund	\$ 11.24
Materials & Supplies Meyer ACE/Lock De-icer	Parking Fund	\$ 18.93
Materials & Supplies Meyer ACE/ice melt	Parking Fund	\$ 1,101.03
Trolley C. Fossmo/mileage	Parking Fund	\$ 47.62
Trolley Kruegers/mechanical inspection	Parking Fund	\$ 75.00
Trolley Conway Towing/November towing bill	Parking Fund	\$ 150.00
Utilities AT&T/cell phones	Parking Fund	\$ 315.65
		\$ 24,077.58
TOTAL BILLS		\$ 42,018.23

**PROGRAMS SERVICES
MONTHLY REPORT
January 2017**

February 11, 2017

REVENUES	BUDGET	CURRENT MONTH	YTD	LAST YTD	BUDGET BALANCE
SPECIAL ASSESSMENTS	91,400.00	91,400.00	91,400.00	91,400.00	-
PENALTIES & INTEREST	500.00	98.60	98.60	0.00	401.40
INTEREST INCOME	3,000.00	0.00	0.00	0.00	3,000.00
HOLIDAY PARADE SPONSORS	4,000.00	0.00	0.00	0.00	4,000.00
PETOSKEY ROCKS SPONSORS/income	5,750.00	0.00	0.00	0.00	5,750.00
WINTER CARNIVAL	1,600.00	600.00	600.00	0.00	1,000.00
American Spoon/ice sponsor \$200					
Stafford's/Ice sponsor \$200					
Rocking Horse/ice sponsor \$200					
MOVEABLE FEAST	1,000.00	0.00	0.00	0.00	1,000.00
TROLLEY	4,000.00	0.00	0.00	0.00	4,000.00
MARKETING & PROMOTIONS					-
Shop Map Ads	8,600.00	0.00	0.00	0.00	8,600.00
Gallery Walk	4,500.00	0.00	0.00	0.00	4,500.00
Ornaments	1,500.00	0.00	0.00	0.00	1,500.00
Haunted Halloween	-	-	0.00	0.00	-
Shopping Scramble	5,000.00	0.00	0.00	0.00	5,000.00
Holiday Catalog	6,250.00	672.50	672.50	0.00	5,577.50
Sunglass Shoppe \$162.50					
Stafford's \$72.50					
Cutler's \$212.50					
Little Traverse Trading Co. \$112.50					
Monarch \$112.50					
Historic Markers		525.00	525.00	0.00	(525.00)
Winnell \$175					
Yoga Roots \$175					
Kosch Properties \$175					
SUMMER OPEN HOUSE	7,000.00	0.00	0.00	0.00	7,000.00
	144,100.00	93,296.10	93,296.10	93,289.70	50,803.90
EXPENSES	BUDGET	CURRENT MONTH	YTD	LAST YTD	BUDGET BALANCE
HOLIDAY PARADE	6,000.00	0.00	0.00	250.00	6,000.00
HOLIDAY OPEN HOUSE	1,000.00	0.00	0.00	0.00	1,000.00
SUMMER OPEN HOUSE	11,000.00	0.00	0.00	0.00	11,000.00
SIDEWALK SALES	4,000.00	0.00	0.00	0.00	4,000.00
PETOSKEY ROCKS	11,750.00	0.00	0.00	0.00	11,750.00
DT TRICK OR TREAT	500.00	0.00	0.00	0.00	500.00
WINTER CARNIVAL	7,600.00	428.15	428.15	3,664.26	7,171.85
Personal Graphics/banners \$216					
Midwest Broomball/\$equipment \$12.15					
Up North Racing/Race Timing \$200					
HARVEST FESTIVAL	5,000.00	0.00	0.00	455.00	5,000.00
Collaborating Events					
CONCERTS IN THE PARK	4,000.00	0.00	0.00	0.00	4,000.00
FOURTH OF JULY	1,000.00	0.00	0.00	0.00	1,000.00
FARMERS MARKET	500.00	0.00	0.00	0.00	500.00
SANTA'S VISIT	200.00	0.00	0.00	0.00	200.00
FESTIVAL ON THE BAY	1,500.00	0.00	0.00	0.00	1,500.00
RESTAURANT WEEK PLEDGE	500.00	0.00	0.00	0.00	500.00

**PROGRAMS SERVICES
MONTHLY REPORT
January 2017**

February 11, 2017

Marketing					
IMAGE CAMPAIGN	40,000.00	466.26	466.26	6,950.00	39,533.74
Chris Struble/Ghost Walk \$112.50					
Lakeland Boating \$260					
Facebook/boosted posts \$40.48					
Facebook/boosted posts \$2.09					
Adobe/Creative Cloud \$21.19					
Mail Chimp/software \$30					
GALLERY WALK	2,500.00	0.00	0.00	0.00	2,500.00
ORNAMENTS	900.00	0.00	0.00	0.00	900.00
SHOPPING SCRAMBLE	3,500.00	0.00	0.00	0.00	3,500.00
SHOP MAP	9,000.00	0.00	0.00	0.00	9,000.00
HOLIDAY CATALOG	2,500.00	0.00	0.00	0.00	2,500.00
LADIES OPENING NIGHT	4,000.00	0.00	0.00	0.00	4,000.00
OTHER	-	0.00	0.00	0.00	-
Economic Enhancement					
BUSINESS RECRUITMENT	500.00	0.00	0.00	0.00	500.00
BUSINESS RETENTION	1,500.00	0.00	0.00	0.00	1,500.00
TROLLEY		-	-	0.00	
Beautification					
HOLIDAY DECORATIONS	8,000.00	0.00	0.00	0.00	8,000.00
HOLIDAY DECORATIONS					
FALL DECORATIONS	600.00	0.00	0.00	0.00	600.00
FALL DECORATIONS					
PUBLIC ART	500.00	0.00	0.00	0.00	500.00
FLOWERS	12,000.00	0.00	0.00	0.00	12,000.00
CAPITAL OUTLAY	-	0.00	0.00	0.00	-
Administrative					
INSURANCE AND BONDS	500.00	0.00	0.00	0.00	500.00
OTHER	100.00	15.99	15.99	0.00	84.01
GT Pie Co/cake \$15.99					
Total	140,650.00	910.40	910.40	11,069.26	139,739.60
Excess of Revenues Over Expenses	3,450.00	92,385.70	92,385.70	82,220.44	(88,935.70)

**Downtown Parking Fund
January 2017**

February 14, 2017

	Budget	Current Month	YTD	Last YTD	Budget Balance
REVENUES					
Meters	339,500.00	19,562.10	19,562.10	19,462.68	319,937.90
fines	85,000.00	3,503.70	3,503.70	6,029.00	81,496.30
Permits	40,000.00	8,730.00	8,730.00	9,239.32	31,270.00
Bags	6,000.00	572.05	572.05	410.00	5,427.95
Tokens	2,000.00	155.50	155.50	70.00	1,844.50
Interest	400.00	43.74	43.74	5.93	356.26
Meter Sponsorships	2,000.00	1000.00	1000.00	0.00	1,000.00
Cell Phone Parking	20,000.00	2,137.16	2,137.16	1,466.36	17,862.84
Total Parking Revenue	494,900.00	35,704.25	35,704.25	36,683.29	459,195.75
Other					
Total	494,900.00	35,704.25	35,704.25	36,683.29	459,195.75
EXPENSES					
ADMINISTRATIVE FEES	18,000.00	0.00	0.00	0.00	18,000.00
BANK CHARGES	1,000.00		0.00	-	1000.00
CAPITAL OUTLAY	91,000.00	46,000.00	46,000.00	0.00	45000.00
Mackinaw Trolley Company \$46,000					
CONFERENCES & MEMBERSHIPS	5,000.00	187.00	187.00	145.00	4,813.00
PRCC/CWIB Luncheon \$17					
PRCC?CWIB Dues \$35					
MDA/Lansing Workshop registration \$135					
CONTRACTED SERVICES	80,000.00	19,109.81	19,109.81	9,076.00	60,890.19
Traffic & Safety/January Verizon M2M \$81					
LexisNexis/January contract \$50					
T2/digital Iris February \$165					
orthwest Services/SW snow removal \$3,062.50					
Stone Consulting/background check \$166.50					
Walker Parking/final payment \$3,126.50					
orthwest Services/SW snow removal \$4,943.94					
Dunkel/snow removal \$5,003.75					
Dunkel/snow removal \$320.62					
Dunkel/snow removal \$2,200					
DOWNTOWN OFFICE	230,000.00	13,808.66	13,808.66	15,607.00	216,191.34
Wm Thompson/rent \$711					
Wages \$12,449.42					
McCardel/water 31.50					
ThruGlass/window cleaning \$25					
City of Petoskeyutilities \$66.52					
Reid Furniture/coat rack, umbrella stand \$85					
Meyer ACE/supplies \$23.98					
DTW/utilities \$216.24					
Ddynamic Cleaning/office cleaning \$100					
Dynamic Cleaning/Office Cleaning \$100					
EQUIPMENT REPAIR	1,000.00	263.45	263.45	205.00	736.55
ABM/coin sorter repair \$263.45					
FAÇADE GRANT	20,000.00	0.00	0.00	95.08	20,000.00
MATERIALS AND SUPPLIES	10,000.00	1,207.10	1,207.10	2,354.49	8,792.90
Print Shop/Parking Permits \$136					
Meyer ACE/supplies \$8.62					
Meyer ACE/supplies \$53.75					
Canvaswork/meter bags \$540					
Meyer ACE/supplies \$81.14					
Meyer ACE/handwarmers \$12.59					
Personal Graphics/meter bag embroidery \$375					
PROFESSIONAL SERVICES	500.00	0.00	0.00	-	500.00
SIGNS	500.00	0.00	0.00	188.35	500.00
TROLLEY	4,000.00	76.68	76.68	-	3,923.32
C.Fossmo/milaege reimbursement \$38.88					
C.Fossmo/milaege reimbursement \$37.80					
UNIFORMS	1,500.00	0.00	0.00	0.00	1,500.00
UTILITIES	3,600.00	315.75	315.75	0.00	3,284.25
AT&T/cell phones \$315.85	1,000.00				
OTHER		1,000.00	1,000.00	0.00	(1,000.00)
Petoskey Plastics/Parking Permit Refund \$1000					
Total	466,100.00	81,968.45	82,015.49	292,594.15	384,084.51
TOTAL EXPENSES					
	28,800.00	-81,968.45	-46,311.24	(255,910.86)	75,111.24
NET					

PROGRAMS SERVICES
MONTHLY REPORT
February 2017

March 14, 2017

REVENUES	BUDGET	CURRENT MONTH	YTD	LAST YTD	BUDGET BALANCE
SPECIAL ASSESSMENTS	91,400.00	0.00	91,400.00	91,400.00	-
PENALTIES & INTEREST	500.00	45.36	143.96	0.00	356.04
INTEREST INCOME	3,000.00	0.00	0.00	0.00	3,000.00
CARRY OVER	10,000.00	0.00	10,000.00		
HOLIDAY PARADE SPONSORS	4,000.00	0.00	250.00	0.00	3,750.00
PETOSKEY ROCKS SPONSORS/income	14,650.00	0.00	0.00	0.00	14,650.00
WINTER CARNIVAL	11,400.00	0.00	600.00	3,983.00	10,800.00
MOVEABLE FEAST	-	0.00	0.00	0.00	-
TROLLEY	3,500.00	0.00	0.00	0.00	3,500.00
MARKETING & PROMOTIONS					-
Shop Map Ads	8,500.00	0.00	0.00	0.00	8,500.00
Gallery Walk	4,000.00	0.00	0.00	0.00	4,000.00
Ornaments	-	0.00	0.00	0.00	-
Haunted Halloween	500.00	-	0.00	0.00	500.00
Shopping Scramble	5,000.00	0.00	50.00	0.00	4,950.00
Holiday Catalog	6,250.00	0.00	672.50	250.00	5,577.50
Historic Markers	-	0.00	525.00	0.00	(525.00)
SUMMER OPEN HOUSE	5,000.00	0.00	0.00	0.00	5,000.00
	167,700.00	45.36	103,641.46	95,633.00	64,058.54
		CURRENT MONTH	YTD	LAST YTD	BUDGET BALANCE
HOLIDAY PARADE	9,000.00	0.00	0.00	250.00	9,000.00
HOLIDAY OPEN HOUSE	1,000.00	0.00	0.00	0.00	1,000.00
SUMMER OPEN HOUSE	11,925.00	0.00	0.00	0.00	11,925.00
SIDEWALK SALES	4,000.00	0.00	0.00	0.00	4,000.00
PETOSKEY ROCKS	24,300.00	0.00	0.00	0.00	24,300.00
DT TRICK OR TREAT	500.00	0.00	0.00	0.00	500.00
WINTER CARNIVAL	23,900.00	16,807.08	17,235.23	12,197.58	6,664.77
<i>Meyer ACE/ice carving pedestal covers \$51.60</i> <i>Facebook/posts \$226.40</i> <i>Facebook/posts \$106.42</i> <i>Taylor Rental/Tables \$79.05</i> <i>Chris Struble/Ghost Walk \$202.50</i> <i>MacDonaldGarber/Ads \$2,400</i> <i>Glass Lakes Photography/photos \$500</i> <i>US Ice Carvings/ice carving \$7,550</i> <i>Midwest Broomball/equipment \$65.58</i> <i>Apple Tree Inn/ice carver rooms \$188.68</i> <i>Apple Tree Inn/ice carver rooms \$188.68</i> <i>Pour/ Wine and Dine soup and salad \$576</i> <i>et Brick and Block/blocks for ice carvings \$185.31</i> <i>PRCC/email ad banner \$75</i> <i>Palette/Wine and Dine entrée \$576</i> <i>N MI Review/Ads \$935</i> <i>North Country Pub/Ads \$100</i> <i>Fustini's/Chocoholic Frolic basket \$14.81</i> <i>GFS/drink tent supplies \$98.04</i> <i>Bill and Carol's/Drink tent supplies \$229.88</i> <i>Petoskey Cheese/Wine and Dine cheese \$324</i> <i>9&10/Ads \$450</i> <i>9&10/Ads \$1,200</i> <i>Fox 32/Ads \$360</i> <i>MacDonald Garber/Jimmy Hot Keys \$150</i> <i>Meyer Ace/whistle \$4.13</i>					

**PROGRAMS SERVICES
MONTHLY REPORT
February 2017**

March 14, 2017

HARVEST FESTIVAL	-	0.00	0.00	455.00	-
Collaborating Events					
CONCERTS IN THE PARK	2,500.00	0.00	0.00	0.00	2,500.00
FOURTH OF JULY	1,000.00	0.00	0.00	800.00	1,000.00
FARMERS MARKET	500.00	0.00	0.00	0.00	500.00
SANTA'S VISIT	200.00	0.00	0.00	0.00	200.00
FESTIVAL ON THE BAY	1,500.00	0.00	0.00	0.00	1,500.00
RESTAURANT WEEK PLEDGE	500.00	0.00	0.00	0.00	500.00
Marketing					
IMAGE CAMPAIGN	32,500.00	966.78	1,433.04	7,510.60	31,066.96
Tom Renkes/blog \$150					
Tom Renkes/blog \$150					
Tom Renkes/blog \$150					
Tom Renkes/blog \$150					
Ions/Domain Name \$180					
enom/website renewal \$125					
Adobe/Creative Cloud \$21.19					
MailChimp/Contract \$30					
Adobe/Photography Plan \$10.59					
GALLERY WALK	2,500.00	0.00	0.00	0.00	2,500.00
ORNAMENTS	-	0.00	0.00	0.00	-
SHOPPING SCRAMBLE	3,500.00	0.00	0.00	0.00	3,500.00
SHOP MAP	9,000.00	0.00	0.00	0.00	9,000.00
HOLIDAY CATALOG	2,500.00	0.00	0.00	800.00	2,500.00
LADIES OPENING NIGHT	4,000.00	0.00	0.00	0.00	4,000.00
OTHER	-	0.00	0.00	0.00	-
		CURRENT			BUDGET
EXPENSES	BUDGET	MONTH	YTD	LAST YTD	BALANCE
Economic Enhancement					
BUSINESS RECRUITMENT	500.00	0.00	0.00	0.00	500.00
BUSINESS RETENTION	1,500.00	166.79	166.79	0.00	1,333.21
Zingerman Press \$166.79					
TROLLEY	-	-	-	0.00	
Beautification					
HOLIDAY DECORATIONS	8,000.00	0.00	0.00	0.00	8,000.00
FALL DECORATIONS	600.00	0.00	0.00	0.00	600.00
PUBLIC ART	-	0.00	0.00	0.00	-
FLOWERS	10,000.00	0.00	0.00	0.00	10,000.00
CAPITAL OUTLAY	-	0.00	0.00	0.00	-
Administrative					
INSURANCE AND BONDS	500.00	0.00	0.00	0.00	500.00
CAPITAL OUTLAY	8,100.00	0.00			
OTHER	100.00	0.00	15.99	0.00	84.01
Total	164,125.00	17,940.65	18,851.05	22,013.18	145,273.95
Excess of Revenues Over Expenses	3,575.00	-17,895.29	84,790.41	73,619.82	(81,215.41)

**Downtown Parking Fund
January 2017**

February 14, 2017

	Budget	Current Month	YTD	Last YTD	Budget Balance	2014
REVENUES						
Meters	339,500.00	19,155.55	40,734.65	40,776.42	320,344.45	33085
fines	85,000.00	4,085.58	7,589.28	18,607.00	77,410.72	5167
Permits	40,000.00	3,500.00	12,230.00	13,535.32	27,770.00	6131
Bags	6,000.00	1,726.00	2,298.05	1,050.00	3,701.95	181
Tokens	2,000.00	190.50	346.00	395.00	1,654.00	610
Interest	400.00	43.90	87.64	16.38	312.36	498
Meter Sponsorships	2,000.00	100.00	1280.00	0.00	720.00	700
Cell Phone Parking	20,000.00	1,631.42	5,431.13	2,774.61	14,568.87	3579
Total Parking Revenue	494,900.00	30,432.95	69,996.75	77,154.73	424,903.25	49951
Other						
Total	494,900.00	30,432.95	69,996.75	77,154.73	424,903.25	
EXPENSES						
ADMINISTRATIVE FEES	18,000.00	0.00	0.00	0.00	18,000.00	
BANK CHARGES	1,000.00	0.00	0.00	-	1000.00	
CAPITAL OUTLAY	91,000.00	0.00	46,000.00	0.00	45000.00	
CONFERENCES & MEMBERSHIPS	5,000.00	190.00	377.00	145.00	4,623.00	
CWIB/luncheon \$35						
PRCC/Hot Topics luncheon \$20						
MDA/Lansing Workshop \$135						
CONTRACTED SERVICES	80,000.00	7,140.02	26,249.83	12,422.50	53,750.17	
NW Services/SW snow removal \$3,502						
Traffic & Safety/M2M contract March \$81						
Lexis Nexis/contract \$50						
Traffic & Safety/M2M contract February \$81						
NW Services/SW snow removal \$3,261.02						
T2/paystation fees, March \$165						
DOWNTOWN OFFICE	230,000.00	15,626.62	29,435.28	31,466.12	200,564.72	
Wm Thompson/rent \$711						
Goodman/reimbursement for cabinets \$579.96						
Meyer ACE/coat hooks 20.85						
Meyer ACE/coat hooks \$20.32						
Van's/toner \$765.79						
City of Petoskey/utilities \$71.71						
DTE/utilities \$199.34						
Meijer/supplies \$18.97						
Mighty Fine Pizza/office lunch \$34.50						
McCardel/water \$31.50						
Wages \$13,172.65						
EQUIPMENT REPAIR	1,000.00	0.00	263.45	205.00	736.55	
FAÇADE GRANT	20,000.00	112.50	112.50	95.08	19,887.50	
Perry Hotel/refreshments \$112.50						
MATERIALS AND SUPPLIES	10,000.00	1,131.17	2,338.27	2,741.09	7,661.73	
Meyer ACE/tire pump \$11.24						
Meyer ACE/Lock De-icer \$18.93						
Meyer ACE/ice melt \$1,101.03						
PROFESSIONAL SERVICES	500.00	0.00	0.00	47.04	500.00	
SIGNS	500.00	0.00	0.00	188.35	500.00	
TROLLEY	4,000.00	272.62	349.30	-	3,650.70	
C. Fossmo/mileage \$47.62						
Kruegers/mechanical inspection \$75						
Conway Towing/November tow \$150						
UNIFORMS	1,500.00	0.00	0.00	332.11	1,500.00	
UTILITIES	3,600.00	315.65	631.40	15.99	2,968.60	
AT&T/cell phones \$315.65	1,000.00					
OTHER		0.00	1,000.00	0.00	(1,000.00)	
Total	466,100.00	24,788.58	106,804.07	47,658.28	359,295.93	
TOTAL EXPENSES	28,800.00	5,644.37	-36,807.32	29,496.45	65,607.32	
NET						



MEMORANDUM

TO: Downtown Management Board
FROM: Becky Goodman
DATE: March 13, 2017
RE: Request from Design Committee for Façade Grant Approvals

The Design Committee has met and reviewed four façade improvement grant applications. They are recommending that the following grants be approved.

Beards Brewery, LLC 215 E. Lake Street \$9,000

The proposed work to Beards new location, formerly known as the Whitecaps location, will be an all-encompassing refresh to the property. The building was originally constructed in 1998 and is not historic, however the goal is to change the cold look and feel of the structure and make it fit more into the character of Downtown Petoskey. Well over \$100,000 will be invested on exterior changes. The grant will be applied to the construction of a new entrance and doorway on the Lake Street side of the building. This change will bring the building more into compliance with normal downtown streetscape standards and most greatly benefit Downtown as an entity. The grant will be contingent on a meeting with a sub-committee of the Design Committee for the purpose of determining exact style and materials for the new entrance. The grant is being recommended because of the impact of this project on all of Downtown. Total investment dollars being spent on the exterior of this building exceed \$100,000.

Second Edition Properties 303 Howard Street \$8,000

The proposed work to be done to the Pappagallo and Plunkett and Cooney building is replacement of the upper story windows. The current windows are not original and do not fit the historic character of the building. The new windows will be consistent with the design of the original windows. The grant is not contingent as the property owner has already met with the chair of the committee. The grant is being recommended due to the high visibility of the building at the busy corner of Lake and Howard Street. Total investment dollars being spent on the new windows is \$40,000.

Jessica Stubbs 324 E. Mitchell Street \$2,000

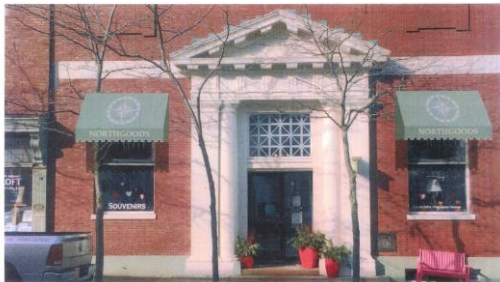
The proposed project is the installation of a new front door. The current door is not commercial grade and has served beyond its usefulness. Many improvements have been made to the Simply Sweet building in the last two years and the new door is needed both for energy efficiency and to create the ability for commercial deliveries and traffic to occur. The grant is contingent upon the property owner meeting with a sub-committee of the Design Committee for recommendation and approval of the final door selection. This grant is being recommended to support the continued improvement of the Simply

Sweet building front and because of the impact to the neighboring businesses. Total investment dollars will be approximately \$5,000.

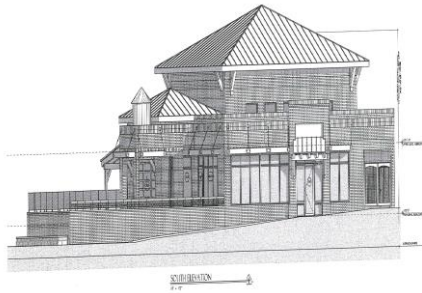
Dana Andrews 300 Howard Street \$1,000

The proposed project for the former Northwestern Bank Building, now an extension of NorthGoods, is to add awnings over the front and side windows. The awnings will serve the function of creating more of a retail character for the bank building. The grant is being recommended with preservation in mind and because of the temporary nature of the awnings which serve the function of providing retail character while still allowing the building to retain its historical character and façade. The grant is contingent on the awnings not including the business logo and a consultation with a sub-committee of the Design Committee regarding the angle of the slope. Also, all of the awnings will need to be shed style as no bubble awnings are permitted per the Design Guidelines. Total investment dollars will be approximately \$5,000.

The action requested by the Design Committee is that the board approve these grants so that the applicants may begin their work as soon as possible. Please contact me if you have questions or concerns.



NorthGoods and First State Bank



Beards Lake Street entrance



Pappagallo Today
And Before



Simply Sweet this past holiday season



MEMORANDUM

TO: Downtown Management Board

FROM: Becky Goodman

DATE: March 13, 2017

RE: Appointment to Downtown Events Committee

As a part of his role as a DMB member, Ed Karmann has volunteered to serve on the Downtown Events Committee. As a retailer, he also fits the criteria for membership on this committee. It is the recommendation of staff that Karmann be appointed to the Downtown Events Committee.



BOARD: Downtown Management Board

MEETING DATE: March 21, 2017 **DATE PREPARED:** March 17, 2017

AGENDA SUBJECT: Downtown Management Board Committee Reports

RECOMMENDATION: That the Downtown Management Board hear these reports

Reports could be received from Downtown Management Board committees.

sb



City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: March 21, 2017

DATE PREPARED: March 17, 2017

AGENDA SUBJECT: City Staff Report

RECOMMENDATION: That the Downtown Management Board hear this report

The City Manager will provide status reports concerning downtown-area projects.

sb